



## EXECUTIVE ASSISTANT

Unclassified

Salary: \$40,275 - \$56,787 (commensurate with education and experience)

Posting Date: November 16, 2015

Open until Filled

The Oklahoma Teachers Retirement System is seeking an executive assistant with strong administrative skills. The successful candidate will be a true team player who also demonstrates the highest levels of professionalism and a willingness to take initiative. This is a full time position and will be eligible for a generous total rewards package. Benefits include medical, dental, life, and disability insurance products as well as a defined benefit retirement plan and a deferred compensation plan. Employees earn 3 weeks paid annual and 3 weeks sick leave in the first year as well as enjoy 11 paid holidays annually and longevity pay.

## JOB DESCRIPTION

Under general direction, performs administrative duties requiring discretion and independent judgment for the Executive Director, Board of Trustees, committees of the Board, General Counsel, and staff of the Oklahoma Teachers Retirement System.

This position is also assigned the responsibility of coordinating, preparing and distributing the Board of Trustees monthly agenda and related materials; recording and transcribing proceedings of meetings; and composing clear and concise minutes. The incumbent must exercise discretion in dealing with confidential matters. This position is under the supervision of the General Counsel.

## EXAMPLES OF WORK PERFORMED:

### *Board Agendas and Other Materials:*

Organize, coordinate and prepare monthly agenda and materials for the Board of Trustees and Board committee meetings. This may include researching, locating, copying, assembling, collating, editing and summarizing materials, information and data for Board consideration or action. Responsible for compiling and distributing agenda and other materials, distributing agenda and other materials to staff, filing agenda materials, posting agenda and materials to OTRS website, notifying interested parties monthly of scheduled meetings, filing notice of meetings with Secretary of State, and posting monthly agenda(s) in accordance with the Open Meeting Act.

### *Board Meetings:*

Prepare conference room for Board meetings; record proceedings of Board meetings; record proceedings of committee meetings, if requested; record any motions of the Board; record any motions of committees, if requested; summarize issues discussed during the Board meeting, to be used if recording system fails; read back motions when requested by Board Chair; conduct roll call votes; maintain adequate Board supplies such as pens, notepads, etc. Coordinate tidying up Board conference room after each meeting including the collection of materials left behind.

### *Board Minutes:*

Prepare clear and concise minutes of regular Board meetings, detailing the pertinent events and decisions of the Board on each matter of business; at the request of the Board Chair, Committee Chair or the Executive Director, prepare minutes of the Investment Committee or any other committees; maintain a complete index of the minutes of the regular Board meetings; notify staff members of any specific requests from the Board.

### *Other Administrative Duties:*

Provide administrative assistance to the Executive Director, Board of Trustees, committees of the Board, General Counsel and, at the request of the Executive Director or with permission from the General Counsel, provide assistance to various staff of the agency; research and compose official correspondence for Executive Director or General Counsel's signature; edit and proof correspondence as directed; provide assistance and support to General Counsel on a variety of legal matters and documents; open mail for the Executive Director and dispose of routine correspondence;

maintain administrative files; arrange dates for and maintain schedule of administrative hearings; coordinate travel for Board of Trustees, Executive Director, General Counsel and others as requested.

Receive and screen callers and visitors; provide needed information; resolve problems or route callers or visitors to appropriate staff member for action; schedule appointments for Executive Director or General Counsel; schedule speakers for workshops on retirement; provide telephone back up as directed.

Act as Ethics liaison for administrative staff and Board of Trustees to ensure Financial Reporting forms are filed in a timely manner; manage the records retention process in accordance with state guidelines to ensure records are kept, archived and/or destroyed for the proper amount of time and advising staff about best practices and important deadlines regarding records retention; consult with General Counsel on open records requests and act as the central contact for open records requests, ensuring requests are answered in a timely manner.

Coordinate special programs or projects for the Executive Director or General Counsel as requested.

### QUALIFICATIONS AND EXPERIENCE:

#### *Education and/or Experience:*

- Six (6) years of experience performing administrative/clerical office work, including at least three (3) years performing complex administrative/clerical work and working directly for a chief executive or similar position; or an equivalent combination of education and experience.

#### *Knowledge/Skills/Abilities:*

- Knowledge of the procedures and techniques of business communications, spelling, punctuation, business English, modern office methods and public relations. Must be proficient with Microsoft Office and Microsoft Outlook.
- Skill in communicating in a clear and concise manner, both orally and in writing; in typing accurately; in dealing professionally with the public; in handling confidential work with tact and discretion; and in exercising judgment in interpreting and applying rules or policy in the disposition of minor administrative problems.
- Ability to plan, organize and coordinate Board and committee meetings; to establish and maintain effective working relationships with Board members, other employees and the general public; and to conduct several projects simultaneously.
- Become knowledgeable of the Administrative Procedures Act, Open Meeting Act, Robert's Rules of Order, Board policy and Oklahoma Teachers Retirement System statutes and rules.

#### *General/Organizational Competencies:*

- Discretion: be completely dependable in handling confidential or sensitive information.
- Judgment: exercise good judgment and decision making ability and be able to prioritize conflicting needs.
- Quality/Compliance: achieve a standard of excellence with work processes and outcomes, while complying with policies, practices and all regulatory requirements.
- Professional Relationships: strive for high satisfaction with all professional relationships; be helpful and pleasant; make it as easy as possible on other individuals rather than the agency or oneself.
- Communication: balance listening and talking; speak and write clearly, effectively and accurately; influence others; keep others informed.
- Team Player: be cooperative, helpful, respectful, approachable, and team oriented; build strong working relationships and a positive work environment.
- Initiative: take ownership of work; do what is needed without being asked; follow through.
- Efficiency: plan ahead; manage time well; be punctual; think of better ways to do things and improve day-to-day operations.
- Coachability: be receptive to feedback; be willing to learn; embrace continuous improvement.
- Integrity and Ethics: demonstrate integrity and a high degree of ethics.

**PHYSICAL DEMANDS:**

While performing the duties assigned, the employee is required to use hands to finger, handle or feel, and to talk or hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

**APPLICATION PROCEDURES:**

Interested persons should submit a resume, completed OTRS Employment Application and a cover letter including salary requirements to:

HR Director  
Oklahoma Teachers Retirement System  
P.O. Box 53524  
Oklahoma City, OK, 73152

or

FAX (405) 522-0633