

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **ADMINISTRATIVE ASSISTANT**

### **Basic Purpose:**

Positions in this job are assigned responsibilities for providing administrative support for a division manager of the department.

### **Typical Functions:**

- Develops and implements office support systems to include: processing and distribution of mail; records storage, retrieval, and retention; document production; dissemination of information; communications networking; equipment and supply inventory; equipment maintenance; and accounting and budgetary items.
- Organizes activities of the administrator's office to include: screening calls and visitors, scheduling appointments, and tracking projects and deadlines.
- Prepares correspondence related to department programs, policies, and procedures; provides information to internal and external customers regarding related programs.
- Enters and retrieves information using appropriate computer software or other data processing equipment and receives and reviews source documents; reviews data and makes routine corrections.
- May assist with locating, assembling, collating, editing, and summarizing materials, information, and data for the department.
- May supervise other clerical or support staff.

### **Knowledge, Skills, and Abilities:**

Knowledge of spelling, punctuation, and business English; of business mathematics; of modern office methods and procedures; of the maintenance of complex records; and of the major policies and procedures governing assigned programs. Ability to establish and maintain effective working relationships; to handle confidential work; to interpret and handle routine matters in accordance with department policy; and to follow oral and written instructions.

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**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Five (5) years experience providing advanced clerical support for a mid to upper level manager in a large organization; up to two (2) years of college level coursework may be substituted for the required experience.