

Oklahoma Department of Corrections
Unclassified Job Descriptor

ADMINISTRATIVE SPECIALIST

Basic Purpose:

Positions in this job perform professional level work for a component of a comprehensive or specialized program, providing staff services in various management areas.

Typical Functions:

- Plans, organizes, and/or directs a component of a department program or a major division or function.
- Interprets and advises department personnel and the general public on departmental rules, regulations, and laws governing the operation of the assigned program; performs liaison activities to federal, state, local jurisdictions, or the general public in relation to the assigned program.
- Prepares administrative and/or fiscal documents pertaining to the department program or activity; assists in compiling management information reports.
- Participates in the drafting of policies and procedures, and assists with contract or grant proposals.
- May provide direct supervision to paraprofessional, technical and/or subordinate support staff in implementing programs in accordance with department policies and goals; provides training, guidance, and consultation to all levels of department employees for the assigned program or function.

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of business, public, and/or correctional administration; of the maintenance of complex records; of public administration; of basic research techniques, and of federal and state laws and regulations relating to administration of assigned programs. Ability to establish and maintain effective working relationships; to communicate effectively, both orally and in writing; to exercise good judgment in analyzing situations and making decisions; and to organize and present information.

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Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and two (2) years of professional experience or an equivalent combination of education and experience; two (2) years of technical administrative support experience may be substituted for each of the required years of professional experience.