

Oklahoma Department of Corrections
Unclassified Job Descriptor

EXECUTIVE ASSISTANT

Basic Purpose:

Positions in this job serve as the department's legislative liaison, as well as providing administrative support to the Director.

Typical Functions:

- Serves as liaison with members of the legislature. Develops and maintains positive working relationships with legislators, legislative staff, other governmental agency employees, and civic and professional organizations. Duties may include providing tours, presentations, testimony and data.
- Monitors legislation related to the department. Solicits initiatives from Executive Staff; secures authors for Board of Corrections approved initiatives. Assigns bills to appropriate staff for impact assessment. Represents the department at legislative committee meetings; routinely reports status to the Board of Corrections, Executive Staff, and Upper Management.
- Provides support to the Director and other Executive Staff peers to include legislative issues, strategic planning, policy review, and information requests. Provides data for Director's annual performance review.
- Participates in training sessions, conferences and meetings at the state and national level to remain current on trends and best practices in the corrections field.

Knowledge, Skills, and Abilities:

Knowledge of public relations principles and techniques; of gathering and analyzing data; of planning, composing, and editing; of department policies and procedures; of protocol and etiquette; and of the principles and practices of administration and management. Knowledge of, and skill in, the use of appropriate information technology. Ability to establish and maintain effective working relationships; to communicate effectively, both orally and in writing; to handle confidential work; and to analyze situations and make appropriate decisions.

Education and Experience:

Statutorily Required: N/A

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Minimum Qualifications: Bachelor's degree and five (5) years of supervisory or managerial experience.

Preferred Qualifications: Master's degree and experience equivalent to or greater than listed above.