

UNCLASSIFIED
(Administrative Assistant II)
Recruitment #090820-UNCL-102

Department:	Oklahoma Accountancy Board
Work Location:	Oklahoma City
Date Opened:	08/21/2009 8:00:00 AM
Filing Deadline:	8/28/2009 5:00:00 PM
Salary:	\$32,000.00 - \$35,000.00/year
Full or Part Time:	Full-Time

[Go Back](#)

[Apply](#)

[View Benefits](#)

INTRODUCTION

APPLICATION INSTRUCTIONS:

The Oklahoma Accountancy Board is accepting applications for the position described below. Applicants should apply in writing to: The Oklahoma Accountancy Board, Attention Human Resources, 4545 N. Lincoln Boulevard, Suite 165, Oklahoma City, OK 73105 or via email oabgeneric@oab.ok.gov. Deadline is Friday, August 14, 2009 by 5:00 P.M.

Anyone interested in being considered must submit a resume, cover letter and a list of reference sources to Human Resources prior to the closing date and time specified on this notice.

POSITION: Administrative Assistant II

SUPERVISOR: Nicole Prieto Johns

JOB LOCATION: Oklahoma City

BASIC PURPOSE

This position provides program administration and clerical support for the continuing education program and the enforcement program.

TYPICAL FUNCTIONS

- Reviews applications for permits to practice and CPE reporting forms for compliance with the OAB requirements; issues permits to practice. Identifies and works with registrants who are not in compliance with the requirements or are in various stages of complying; advises a supervisor when necessary.
- Assists the CPE Coordinator as requested in acting as liaison to the CPE Committee; coordinates meetings, referrals on CPE issues and assists with proposed rule changes in CPE and permits.
- Assists the CPE Coordinator as requested in making referral of violations of CPE law & rules to Executive Director for referral to the Enforcement Committee.
- Assists with conducting annual random sample CPE audits. Tracks responses and compiles statistical data of results.
- Answers complicated verbal and written inquiries from registrants and sponsors interpreting statutes, rules and Board policies which do not require the Director's attention.
- Assists with enforcement, including the preparation and maintenance of docket files and maintains data on cases

which require Respondents to file or meet additional requirements as ordered by the OAB.

- Assists with preparation and coordination of activities regarding agency rulemaking filings.
- Assists with preparation of agency statute and rule books
- Develops informative articles about continuing education and permits for publication in the Board's newsletter. Coordinates newsletter articles and prepares the draft to send to the printing vendor.
- May conduct either on-site or by correspondence, audits of sponsor programs for compliance with the Standards for Continuing Professional Education.
- Participates in OAB Outreach projects.

KNOWLEDGE, SKILLS, & ABILITIES

Considerable skill in both oral and written communication; able to make clear oral presentations to individuals or groups; listens effectively and able to clarify information as needed; able to proofread documents as well as create written documents expressing facts and complex ideas in a succinct and organized manner. Able to anticipate and meet the needs of the OAB, its registrants or the public; readily able to readjust priorities to respond to pressing and changing demands; achieves quality end products; and is committed to continuous improvement of services provided by the OAB. Applicant must be skilled in the use of a variety of word processing and other office software applications including Microsoft Office applications such as Excel and Word, Publisher and PowerPoint. Is thorough when performing work and conscientious about attending to detail; is able to identify a need; gathers, organizes, and maintains information; determines its importance and accuracy; and communicates it through a variety of methods.

GENERAL REQUIREMENTS

Possess knowledge of spelling, punctuation, business English, business mathematics, modern office methods and procedures, the maintenance of complex records; ability to assimilate the major policies and procedures governing assigned programs; ability to maintain effective working relationships with others, to handle confidential work; to interpret and handle routine matters in accordance with agency policy, and to follow oral and written instructions as well as knowledge of supervisory principles and practices. At this level duties and responsibilities will be at all levels of complexity. The employee will coordinate activities both internal and external to the CPE program and may supervise others in performing various administrative duties or other activities.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION: A bachelor's degree and two years of professional or technical administrative* experience in business, public administration or related field; or an equivalent combination of education and experience, substituting one year of qualifying experience for each year of the required education. Experience in governmental regulatory compliance is preferred.

OR

EXPERIENCE: Five years professional-level experience in a related field.

*Technical administrative experience would include highly complex clerical work gained under the direct supervision of a professional supervisor or manager.

WORKING CONDITIONS

Work involves a combination of in-house and some travel. Office work will typically be performed in an office setting with extensive use of computer and phone technology for communication. Applicant must have a valid driver's license and an acceptable driving record. The position requires a persistent ability to balance and plan for many competing demands while completing required work on schedule and meeting deadlines. Some overtime may be required.

NOTES

The OAB is an Equal Opportunity Employer. A conditional offer of employment to the final candidate will be contingent upon the results of a criminal background check. Credit check may also be required. Veteran's preference points do not apply to this position.

CONCLUSION

This posting is for an unclassified position. Veteran's preference points apply only for initial appointment in the classified service.

BENEFITS

This is a full-time unclassified state position with full state retirement and insurance benefits, including paid health, dental, life, and disability insurance.