

UNCLASSIFIED

(Administrative Programs Officer I – Assistant Enforcement Officer)

Department:	Oklahoma Accountancy Board
Work Location:	Oklahoma City
Date Opened:	02/17/2010 2:00:00 PM
Filing Deadline:	Continuous
Salary:	\$35,000 - \$45,000/year
Full or Part Time:	Full-Time

INTRODUCTION

DO NOT apply for this position through the Office of Personnel Management.

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 generic@oab.ok.gov. This posting will remain open until position is filled.

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

POSITION: Assistant Enforcement Officer

JOB LOCATION: Oklahoma City

BASIC PURPOSE

Responsibilities assigned to this position will involve professional level work to assist in the managing, coordinating or directing of a comprehensive operating program. This includes serving as an assistant to the Executive Director in the coordination, promotion, and improvement of the Enforcement Program, providing services in the areas of formulating agency policies or operating procedures, performing specialized agency services including highly technical or administrative support duties, and other comparable responsibilities.

TYPICAL FUNCTIONS

- ♦ Assists in the planning, organizing and operations of the OAB Enforcement Program
- ♦ Responsible for preparation and maintenance of docket files and data on cases which require Respondents to file or meet additional requirements as ordered by the OAB
- ♦ Interprets and advises agency personnel and the general public on program rules, regulations and laws governing the Enforcement Program
- ♦ Prepares administrative and statistical documents pertaining to departmental activity
- ♦ Responses to verbal and written inquires as well as written complaints from the public
- ♦ Presents evidence while representing the OAB at hearings
- ♦ Sends routine letters to complainants and/or registrants and develops non-routine letters as required
- ♦ Prepares summary reports and coordinates files for review
- ♦ Coordinates the assigning of files to investigators
- ♦ Works with the special prosecutor in organizing files for hearings
- ♦ Acts as Enforcement Committee staff liaison

- Compiles electronic and hardcopy reports and completes updates to databases and the OAB website
- Other duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

This position requires knowledge of the methods of organization and management of public administration of agency policies and procedures of the legislative process of basic research and statistical techniques and of federal and state laws and regulations relating to administration of the Enforcement Program as well as the ability to establish and maintain effective working relationships with others to communicate effectively, both orally and in writing to exercise good judgment in analyzing situations and making decisions and to organize and present facts and opinions.

GENERAL REQUIREMENTS

This position involves assisting the Executive Director in the direction and management of the Enforcement Program. Responsibilities include assisting with program development, direction, planning, and evaluation as well as organizing and coordinating program services and activities. The successful candidate must have the ability to handle confidential work, to interpret and handle routine matters in accordance with agency policy, and to follow oral and written instructions. Possess knowledge of spelling, punctuation, business English, business mathematics and modern office methods and procedures in the maintenance of complex records.

EDUCATION AND EXPERIENCE REQUIREMENTS

This position requires a bachelor's degree in business, public administration or related degree as well as two or more years of professional or technical administrative* experience.

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

WORKING CONDITIONS

Work will be performed in an office setting with extensive use of computer and phone technology for communication. 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. A credit check may also be required. Veteran's preference points do not apply to this position. A valid Oklahoma driver's license is required. Some travel may be required.

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.