



OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL

INTERNAL VACANCY ANNOUNCEMENT

CLASSIFIED POSITION

Opening Date: September 7, 2011

Closing Date: September 14, 2011

Job Family / Code: Administrative Assistant I/E17A

Alternate Hire / Code:

Position Numbers: 47700102

Announcement Number: 11-10

Salary : \$2,581.58

Number of Vacancies: 1

Work Locations: OBN Headquarters, OKC

Division: Registration

Application Filing Procedures: Applicants must have permanent status or be eligible for reinstatement to the classified service to be considered for this announcement. Please submit to Human Resources on or before the closing date a:

- Cover letter that includes the title of the position, announcement number, and daytime telephone number.
- Completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B).
- Resume.
- Copy of the most recent completed employee service evaluation (PMP).

Requirements: All applicants must pass a written test administered by OPM. Non-OBN applicants must pass a background investigation, and polygraph examination. All applicants shall be required to serve a one year probationary period.

Knowledge, Skills, and Abilities required at this level include 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 is required 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.

Education and Experience requirements at this level consist of four years of technical clerical office work or an equivalent combination of education and experience. Applicants must have a working knowledge of Microsoft Word and Excel.

Major Work Duties:

- To assist the Registrations Administration Programs Officer,
- Preparing correspondence, developing, filing and maintaining registration files,

- Receive registration phone calls and answer questions regarding registration matters,
- Open registration mail,
- Review the applications for accuracy,
- Put payment information to the registration applications,
- Enter registration information into the registration data base,
- Scan documents and attach to registration records,
- Assist in the property diversion as time allows,
- Provide front desk receptionist relief and
- Perform other miscellaneous clerical duties as may be assigned by the Registration Officer,

Application materials must be received by 5 p.m. on the closing date. Send to: Human Resources
• 440 N.E. 39th Street • Oklahoma City, OK 73105 • Phones: 405-521-2885 / 1-800-522-8031 • Fax:
405-524-7619

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