

Job Announcement
Administrative Assistant - Unclassified

FLSA Classification: Non-exempt

Date Opened: November 16, 2016
Filing Deadline: November 28, 2016
Salary: \$28,000 annual salary
Full or Part Time: Full-time

Email Resumes with Cover Page to: Kathy.Hehnlly@oubcc.ok.gov **or mail to:** Human Resources,
Oklahoma Uniform Building Code Commission, PO Box 12540, Oklahoma City, OK 73157

Summary:

The position will be responsible for assisting in the set up and operation of a code academy, regional training, general office coordination, assisting CEO and Executive Assistant/Administrative Assistant/Commission Secretary with various functions, managing special projects, developing and maintaining confidential and complex files, and other general administrative duties as assigned.

Essential Duties and Responsibilities:

1. Manage the set-up and clerical operations of the code academy.
2. Answers phones and greets clients and visitors for both OUBCC and the code academy as needed.
3. Coordinates and manages technical review committees including:
 - Serving as secretary to committees by setting meetings, creating agendas, providing meeting minutes, and helping build the final committee presentations;
 - Updating a fluid calendar and coordinating work flow and deadlines for the committee meetings; and
 - Processing travel reimbursement requests.
4. Coordinates statewide training classes by:
 - Organizing the training classes by pre-registration of attendees and payment tracking for class materials;
 - Coordinating sponsorships for class locations and refreshments; and
 - Providing on-site administrative support for classes by signing in attendees, coordinating comfort breaks, and providing certificates of completion.
5. Serves as backup to Executive Assistant/Administrative Assistant/Commission Secretary.
6. Picks up mail at the off-site post office at least twice weekly or as designed by CEO.
7. Other duties as assigned.

Knowledge, Skills and Abilities:

Requires knowledge of current office technologies/software and basic business communication. Requires the ability to independently perform most technical office duties; such as preparing documents, reports, and files. Requires the ability to interpret charts and graphs and disseminate information to external sources. Requires the ability to work under deadlines and manage multiple priorities at once as well as follow oral and writing instructions, communicate effectively, type accurately and maintain working relations with others.

Minimum Qualifications:

Two years of clerical office experience, plus two years customer service experience or an equivalent combination of education and experience.