

DISTRICT ATTORNEYS COUNCIL NOTICE OF JOB OPENING

Position

Executive Assistant

Application Deadline

7/21/16

5:00 p.m.

Submit Resume & Cover Letter to:

Amy Bruce, Human Resource Officer
District Attorneys Council
421 N.W. 13th Street, Ste. 290
Oklahoma City, OK 73103
Fax: (405) 264-5099
careers@dac.state.ok.us

Salary Range

Commensurate with Education and Experience
Full State Benefits

Duties

This position has been posted as a senior level Executive Assistant or as an Executive Secretary. How the position will be filled is dependent upon the knowledge base, skills, and experience of the applicant pool. Qualifications will differ for the two positions, with a higher level of education and experience required to serve as Executive Assistant. Higher levels of responsibility will be assigned as appropriate. Tasks are varied; successful applicants must be able to perform a wide variety of tasks and have the ability to prioritize appropriately. Job duties may include any or all of the following.

Advise the Executive Coordinator on current issues, questions and problems regarding daily operations of the agency and district operations.

Respond to inquiries referred to the Executive Coordinator's office concerning problems or questions related to various programs administered by the agency; responds to inquiries from districts and assists in providing history, legal and regulatory interpretations; consults with District Attorneys, division directors and others as needed; researches law or legislation; receives, analyzes and gathers

pertinent data; interviews individuals contacting the Executive Coordinator; determines priority and disposition of inquiries; resolves problems and consults with the Executive Director and division directors on unresolved issues.

Manage the schedule of the Executive Coordinator; handles meeting requests, schedules appointments; provides research prior to meetings; briefs and ensures Executive Coordinator is prepared for meetings.

Provide Board support; plans, develops, implements and posts agendas; schedules and manages meetings including set-up, support, meeting materials, AV and refreshments, if any; takes and prepares minutes; serves as point of contact for Board members.

Direct studies of needs; reviews and analyzes information from studies and projects for immediate and long range development; consults with program administrators and managers and other interested groups for the proper interpretation; participates as a member of the Executive staff in meetings involving the formulation, development and effectuation of procedures to further refine and effect a more efficient and sophisticated operation; cooperates with and assists administrators and managers in the development and implementation of system-wide policies and procedures for services to customers, employees and the public.

Represent the agency in meetings with other government officials, members of the legislature, employers, claimants, and the general public; serves on special committees as assigned.

Serve as Office Manager; resolves facility issues within the office and directs staff and the public to the appropriate person for services.

Provide administrative and clerical support to Executive Coordinator; manages her calendar, correspondence, files and schedule; prepares reports; arranges conference calls; provides similar support to Executive staff as warranted.

Manage technology for on-line meetings, conference calls, meeting broadcasts, posting notes on-line and information sharing.

Qualifications

Successful applicants must have:

- A minimum of five years office experience or an equivalent combination of education and experience. Prior experience as an Executive Assistant is a plus. A bachelor's degree is also a plus.
- Knowledge of the procedures and techniques of business communications; excellent skills in grammar, spelling, punctuation, business English; knowledge of modern office methods and computer operations and business arithmetic.
- Knowledge of the District Attorney system is a plus.
- Outstanding public relations skills.

- Excellent communication skills, both oral and in writing. Use of proper grammar and professional demeanor when interacting with customers and staff is essential.
- Proficiency in Word, Outlook, PowerPoint and Excel computer programs. Knowledge in Access is helpful.
- Educational training or experience with website design and management.
- Self-motivated with exceptional organizational skills, including the ability to plan, coordinate and evaluate the activities in multiple areas.
- Resourcefulness and the ability to resolve problems with minimal guidance.
- Excellent interpersonal skills.
- The ability to transport boxes of materials and items for meetings and seminars.
- A valid Oklahoma driver's license is required.

The District Attorneys Council is the administrative state agency for Oklahoma's 27 District Attorneys. The agency provides required training for the district attorney system, processes payroll and benefits, serves as legislative liaison, administers various federal programs, and serves as home to the Oklahoma Crime Victims Compensation Board.

This is an unclassified state position with full state benefits. Criminal background check required.