



**STATE OF OKLAHOMA
OFFICE OF THE STATE TREASURER**

POSITION ANNOUNCEMENT

Posting Date: February 23, 2016

Cover letters, application and résumés will be accepted until filled by the HR Manager, 2300 N. Lincoln, Room 217, Oklahoma City, Oklahoma 73105.

**Part-time Administrative Clerk
(Unclaimed Property)**

Tentative Examination Weights: Education and Experience

Hourly rate: \$15.00
(flexible day time schedule)

Duties and Responsibilities: initiates correspondence, develops and maintains files, manages information using data processing equipment; sorts, files, and maintains records; answers phones; other duties as assigned. 20-24 hours per week.

Knowledge, Skills, and Abilities required 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.

Education and Experience requirements are three months of technical clerical office work.

The Office of the State Treasurer is an Equal Opportunity Employer.

www.ok.gov/treasurer

**PART-TIME ADMINISTRATIVE CLERK
(UNCLAIMED PROPERTY)**

BASIC PURPOSE:

This position is assigned responsibilities for providing support to the Administrative Assistant and the unit.

ESSENTIAL FUNCTIONS:

The essential functions include the following:

- Initiates correspondence requiring knowledge of agency or program procedures and policies.
- Develops and maintains confidential or complex files.
- Enters and retrieves information using Personal Computer or other data processing equipment and receives and reviews documents; reviews data and makes routine corrections.
- Maintains a variety of records; prepares correspondence, forms and reports.
- Performs a variety of sorting and filing tasks; answers the phone, takes messages, and disseminates information; opens, sorts, distributes, collects, and delivers mail; performs a number of tasks such as posting and recording data.
- Other duties as assigned.

Knowledge, Skills, and Abilities required 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.

Part-time

Code: 6410

\$15.00 per hour

Education and Experience requirements are three months of technical clerical office work.

SPECIAL REQUIREMENTS:

Applicants must be willing and able to perform all job-related travel normally associated with this position.

EEOC: Administrative Support
Job Code: 6410

\$15.00 per hour

Adopted February 23, 2016