



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

POSITION ANNOUNCEMENT

Posting Date: July 25, 2014

Cover letters, application and résumés will be accepted until August 1, 2014 by the HR Manager, 2300 N. Lincoln, Room 217, Oklahoma City, Oklahoma 73105.

**Administrative Clerk
(Unclaimed Property)**

Tentative Examination Weights: Education and Experience

Monthly Salary Range: \$1,649.17 - \$2,497.09

Annual Salary Range: \$19,790.04 - \$29,965.08

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.

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.

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

www.ok.gov/treasurer

**ADMINISTRATIVE CLERK
(UNCLAIMED PROPERTY)**

BASIC PURPOSE:

Positions in this job family are assigned responsibilities for providing administrative support for program areas and support functions, or serve as an assistant to, or provide administrative support to an administrator or an official. This may include supervising an administrative or clerical unit, responsibility for an administration program providing various services to agency customers, and similar duties and responsibilities. It may also include responsibility for supervising an assigned staff of administrative technicians in performing duties involving the processing of applications for various types of permits or licenses, maintaining various records, preparing correspondence or other materials, and similar activities.

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.
- Examines, checks, and verifies reports and other documents for completeness, appropriateness, adequacy, and conformity to established requirements, and follows up on discrepancies.
- Assists with inventory of safety deposit box contents.
- Reviews and processes settlement claims for payment under Unclaimed Property guidelines (back up).
- 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.

Education and Experience requirements at this level consist of four years of technical clerical office work or an equivalent combination of education and experience.

Level I

Code: 6410

Salary: \$19,790.04 - \$29,965.08

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 two years of technical clerical office work or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

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

EEOC: Administrative Support Salary Range: \$19,790.04 to \$29,965.08 Adopted July 25, 2014

Job Code: 6410