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State Government

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HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

OFFICE ASSISTANT II

Code: 653800 **Pay Grade:** 8 ($11.17 - 15.63/hr)

Open for Recruitment: June 13, 2016 **-** *Until Canceled*

JOB DESCRIPTION

This position performs routine, varied office support tasks often requiring the operation of technical office equipment. As an Office Assistant II, your responsibilities will require making independent judgment in prioritizing assignments and selecting the most appropriate course of action within established operating procedures.

Typical Duties

- Creates spreadsheets and performs data management.
- Types varied routine business correspondence such as letters, reports, contracts, vouchers, and agendas from draft or original source documents to revised or final form.
- Lays out computerized formats and/or graphics for forms, pamphlets, graphs, charts, tables, and/or maps.
- Organizes, records, and maintains computerized and/or manual files.
- Operates technical office materials/equipment (examples are digital scanner, printing and bindery equipment, reprographic duplicators, postal machinery, etc.) according to set procedures.
- Transports and handles heavy goods.
- Inputs, arranges, codes, transcribes, corrects, and/or posts standard form and free form data for data entry.
- Takes and/or transcribes notes, dictation, transcripts, and/or tapes into written minutes and/or reports.
- Queries for data via telephone, computer, and/or written communication.
- Refers non-routine inquiries to appropriate resource.
- Cleans and/or maintains issued materials.
- May lead the work and provide guidance to co-workers on a project or intermittent basis.

MINIMUM REQUIREMENTS

In order to qualify, you must have training, education, or experience in office and administrative support work that demonstrates 1) competency in applying a general knowledge of modern office practices to perform routine, varied office support tasks often requiring the operation of technical office equipment, and 2) the ability to use independent judgment in prioritizing the work and selecting the most appropriate course of action within set procedures.

Value of State-paid Dental Insurance: $13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): $428.24 biweekly
- Level 2: 95% State Contribution (employee pays 5%): $407.48 biweekly
- Level 3: 90% State Contribution (employee pays 10%): $386.73 biweekly
- Level 4: 85% State Contribution (employee pays 15%): $365.97 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2016

Value of State's share of Employee's Retirement: 15.85% of pay.