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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 ASSOCIATE II

Code: 654200 **Pay Grade:** 13 ($12.99 – 18.19/hr)

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

JOB DESCRIPTION

This position performs complex, varied office support tasks often requiring established skill sets. As an Office Associate II, your responsibilities will require independent decision-making on the appropriate processes to follow, information to process, and actions to take in accordance with standard procedures.

Typical Duties

- Creates and uses varied correspondence formats and compose standard business correspondence.
- Create basic graphics/illustration/publication work to produce informational materials including maps, charts and graphs involving drafting, formatting, illustrating, lettering, and manipulating text and graphics in electronic and written form.
- Develops and uses computerized formats and/or graphics for forms, pamphlets, graphs, charts, tables, and/or maps.
- Posts to, amends, and/or updates web pages using established content and knowledge of modern office software.
- Examines documents/information, determine facts, detect errors and irregularities, and take action as authorized.
- Performs routine, occasional secretarial duties such as completing work schedules, arranging appointments, arranging travel/lodging, and reviewing documents to respond to requests.
- Coordinates and present workshops, training, and orientation sessions.
- Writes regular and/or periodic reports.
- Administers and/or scores applicable examination in accordance with set procedures.
- Tracks and/or monitors contracts and/or licenses.
- Collects, counts, reconciles and/or deposits fees in accordance with set procedures.
- Reconciles funds and performs calculations for reports.
- Receives and greets visitors and determines customer needs.
- Advises others requesting technical assistance.
- Applies to routine individual cases an explanation and interpretation of applicable rules, regulations, policies, procedures, codes, and/or documentation requirements.
- Develops standard work procedures within established guidelines.

- May provide ongoing leadership for a work team with responsibility to schedule, instruct, assign, review, and monitor the work.
- May confer with supervisor on performance appraisals of work team members.

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 solid knowledge of modern office practices to perform complex, varied office support tasks and 2) the ability to use independent decision making on the appropriate processes to follow, information to process and actions to take in accordance with standard 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.