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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

SECRETARY ASSOCIATE

Code: 655800 **Pay Grade:** 15 ($13.72 – 19.23/hr.)

Open for Recruitment: June 13, 2016 – January 25, 2017

JOB DESCRIPTION

This position assists individuals with complex clerical responsibilities and administrative details that require sound knowledge of accompanying processes and procedures, and the facilitation of management details by acting with authority and as an intermediary on delegated administrative matters. As a Secretary Associate, your work will consist of complex secretarial support services requiring a solid knowledge of office processes and administrative functions. These responsibilities require you to use independent judgment, initiative, and discretion to make determinations on varied matters.

Typical Duties

- Develops and recommends new work methods and administrative policies/procedures to improve existing work practices.
- Researches, compiles, and analyzes complex information to reach a conclusion and/or make recommendations.
- Develops, posts to, amends, and/or updates web pages using established content and knowledge of modern office software.
- Serves as intermediary with public and private contacts, as authorized.
- Advances expense money and makes special payments.
- Maintains personnel files.
- Advises supervisor regarding the work/operations and act as "troubleshooter."

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 the principles and practices of office processes and administrative functions to perform complex secretarial support tasks, and 2) the ability to use independent judgment, initiative, and discretion to make determinations on varied matters.

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.