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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 I

**Code:** 654000

**Pay Grade:** 11 (\$12.63 – 17.70/hr)

**Open for Recruitment:** March 15, 2017 – December 28, 2018

#### JOB DESCRIPTION

This position performs complex office support tasks requiring solid knowledge of office practices and office equipment necessary to perform divergent clerical functions. As an employee in this position, you will be required to use independent judgment in handling exceptions to established work assignments, priorities, and schedules.

#### Typical Duties:

- Formats and types standard business correspondence from draft or dictation into final form using varied correspondence formats.
- Applies procedures, evaluates information, and makes determinations from set data.
- Establishes and maintains computerized and/or manual filing systems.
- Reviews, converts, enters, and corrects the input of numeric, alphabetic, standard, and free form data to computerized format.
- Monitors and ensures the flow and accuracy of data input and output in electronic form.
- Notes and reports computer hardware, software, and user program anomalies.
- Corresponds with the public to receive/provide information and/or address complaints.
- Monitors, requisitions, purchases, and maintains inventory/supplies.
- May provide ongoing responsibility to train co-workers and assign and review the work.
- May confer with supervisor on assignments delegated to others.

#### 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 office support tasks that are similar in nature, and 2) the ability to use independent judgment in handling exceptions to established work assignments, priorities, and schedules.

**LICENSING REQUIREMENTS:** Some positions may require possession of a valid Class B Maine Motor Vehicle Operator's License.

#### \*\*Effective July 1, 2018

Value of State-paid Dental Insurance: \$13.13 biweekly

#### Value of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$444.68 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$422.45 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$400.21 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$377.98 biweekly

[Classification Title]



\*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, 2015

**Value of State's share of Employee's Retirement: 22% of pay.**