

Oklahoma Public Employees Retirement System (OPERS)
Vacancy Notice: Administrative Technician (unclassified)

OPERS is accepting applications for Administrative Technician. To apply, go to www.opers.ok.gov/jobs and click on the Employment Application button. To be considered, applicants must submit a cover letter and resume with the OPERS employment application.

All required application materials must be submitted online and received by the application deadline. Incomplete applications or applications received after the deadline will not be considered.

Application Deadline: Tuesday, September 17, 2019, at 11:59 p.m. Central Time

Job Title: Administrative Technician

Number of Vacancies: Two

Hiring Rate: \$39,780 per year

Summary: The major purpose of this position is to enter data into agency systems from electronic and hardcopy documents. This position also scans and indexes agency documents, assists in the development and maintenance of workflow processes, and assists in the ongoing maintenance of document storage equipment and systems. This position will provide backup assistance to other areas of the Records Department when needed.

Essential Functions: The essential functions of this position include, but are not limited to, the following:

- Examine and verify incoming electronic and hardcopy documents for completeness and conformity to established requirements and follow up on discrepancies.
- Enter information into the appropriate systems and maintain proper documentation on data entry changes including but not limited to address changes, beneficiary changes, direct deposits, withholdings, withdrawals, member death information, and other required transactions.
- Assist in verifying data entered by other personnel.
- Maintain current documentation on standard operating procedures for data processing and update these procedures as needed.
- Index scanned documents by document code, criteria, and work process to ensure the efficient identification of each document in the imaging system.
- Index emails sent to "Email Scanning" by document code and criteria to ensure the efficient identification of each document in the imaging system.
- Examine and verify online address changes for completeness and conformity with U.S. Postal standards, making necessary changes and downloading the information to the appropriate systems.
- Research and retrieve member payroll records which have been microfilmed.
- Regularly review automated workflow processes in the Records Department to identify and recommend areas for ongoing improvement.
- Provide support to other OPERS staff as needed including, but not limited to, opening and delivering agency mail, and assisting in filing member documents.
- Other duties as assigned.

Knowledge, Skills and Abilities: Knowledge of standard office methods, procedures, and technologies; grammar, punctuation, spelling, basic mathematics, telephone procedures, and standard business communications; preparing documents, reports, and files for dissemination to external sources; following oral and written instructions and establishing and maintaining effective working relationships with others;

handling confidential work appropriately; interpreting and handling routine matters in accordance with agency policy; and operating standard office equipment and current computer software (e.g., email, word processing, spreadsheets, etc.).

Education and Experience: Three years of clerical office experience; or an equivalent combination of education and experience, substituting one of the following for each six month period of required experience: (a) six months of technical or vocational training course work or high school training in business or office machines; or (b) the completion of 15 semester hours from a college or university. Excellent interpersonal and data entry skills are required. Work-related experience in Microsoft Word and Excel are preferred.

Physical Requirements: Using scanning and document retrieval equipment, working at a computer terminal and keyboard, occasionally for long periods of time, using the telephone, fax machine, and copier and working with a floor to ceiling filing system. May require lifting boxes of up to 25 pounds.