

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

OPERS is accepting applications for the position of Administrative Technician. To apply, submit your resume **and** an OPERS employment application to:

Oklahoma Public Employees Retirement System
ATTN: Human Resources
5801 N. Broadway Ext., Suite 400
Oklahoma City, Oklahoma 73118

The OPERS employment application is available online at: <http://www.opers.ok.gov/jobs>

All positions at OPERS are located at 5801 N. Broadway Ext., Suite 400, Oklahoma City, OK 73118. Please mail or hand-deliver your application and other required documents during regular business hours, Monday-Friday, 8:00 a.m. to 5:00 p.m. Applications must be received in this office by the application deadline.

Application Deadline: Monday, December 2, 2013, by 5:00 p.m.
Job Title: Administrative Technician
Number of Vacancies: 1
Hiring Range: \$28,500 to \$33,000 (commensurate with education & experience)

Summary: The major purpose of this position is to enter data into different systems from electronic and hardcopy documents. This position scans and indexes member and employer documents, assists in the development and maintenance of workflow processes, and assists with the ongoing maintenance of document storage equipment and systems.

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

- Examine, check, and verify incoming electronic or hardcopy documents for completeness and conformity to established requirements and follow up on discrepancies.
- Enter information into the appropriate system and maintain proper documentation on data entry changes including address changes, beneficiary changes, direct deposits, withholdings, withdrawals, active and retired member death information, and other required transactions.
- Assist in verifying data as entered by other data processing personnel.
- Maintain current documentation on standard operating procedures for data processing and update these procedures as needed.
- Index scanned documents according to specific document codes, criteria, and work processes to ensure the identification of each document uniquely in the imaging system.
- Review for accuracy information in the document imaging repository and computer system.
- Regularly review automated workflow processes within the department to identify and recommend areas for ongoing improvement.
- Provide support to other OPERS staff as needed including, but not limited to, filling in for reception, opening and delivering agency mail, filing member documents in the file room, and making deliveries for the agency.
- Other duties as assigned.

Knowledge, Skills and Abilities

The knowledge, skills, and abilities required for this position include knowledge of standard office methods, procedures, and technologies; grammar, punctuation, spelling, basic mathematics, inventory techniques, telephone procedures, and standard business communications. Must be able to follow oral and written instructions and to establish and maintain effective working relationships with others; to handle confidential work; to interpret and handle routine matters in accordance with agency policy; and to efficiently operate office equipment including computers/PCs, scanning equipment, microfilm equipment, and any other equipment used in performing the duties of this position.

Education and Experience

The education and experience required for this position include 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 as well as work-related experience in Microsoft Word and Excel are also preferred.

Physical Requirements

The physical aspects of this position include 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.