Oklahoma Public Employees Retirement System
Vacancy Notice: Executive Assistant (unclassified)

OPERS is accepting applications for the position of Executive Assistant. To apply, submit your resume ***and*** an OPERS employment application (available at www.opers.ok.gov/jobs) using one of the following:

Email:	dbyrd@opers.ok.gov (include in the subject line "Exec Asst Search")
Fax:	(405) 848-5967
US Mail:	Oklahoma Public Employees Retirement System ATTN: Human Resources 5801 Broadway Ext., Suite 200 Oklahoma City, Oklahoma 73118

All OPERS positions are located at 5801 Broadway Ext., Suite 200, Oklahoma City, OK 73118. Regular business hours are 8:00 a.m. until 5:00 p.m., Monday through Friday.

To be considered, the required application materials must be received by the application deadline.

Application Deadline:	Wednesday, August 26, 2015, by 5:00 p.m.
Job Title:	Executive Assistant
Number of Vacancies:	1
Hiring Rate:	$40,856 per year

Purpose: This position reports to the General Counsel and provides administrative and clerical support to the Executive Director, General Counsel, Legislative and Policy Director, Chief Financial Officer, Chief Investment Officer, and Director of Member Services. This position serves as the clerk to the OPERS Board of Trustees and provides administrative and clerical support to the Trustees as directed.

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

1. Provide administrative and clerical support to the Executive Director, General Counsel, Legislative and Policy Director, Chief Financial Officer, Chief Investment Officer, and Director of Member Services. These duties include composing official correspondence, sorting and distributing incoming mail, screening and responding to incoming telephone calls to Administrative staff. Processes routine correspondence as requested.
2. Maintain Qualified Domestic Relations Order (QDRO) records and reconcile to the monthly data processing report.
3. Assist administrative staff with the preparation of documents and reports, and maintain an accurate and up-to-date filing system for administrative documents including legal, financial, investment and other administrative files. Serves as liaison to the Ethics Commission and assists staff and Board members in filing financial disclosure statements, notifying the Commission of changes, and other duties required by the Commission.
4. Prepare and submit rulemaking documents in accordance with the standards and rules set forth by the Administrative Procedures Act and the Administrative Code. This includes making necessary changes to the rule documents, ensuring that the format complies with the established guidelines, that deadlines are met, that the rulemaking documents are sent to the appropriate state officials, and that accurate and complete administrative rule files are kept in compliance with the state's records management schedule. Ensures that rules are published on the agency website and intranet sites when completed and responds to request for rules from agency staff and the public.
5. Serve as the agency travel coordinator. Ensures travel authorization is completed. Determines best fares for air travel, prepares purchase orders for airline tickets and hotel reservations when applicable. For administrative staff completes registration fees for conferences and prepares and processes purchase orders for conferences. Prepares and submits travel reimbursement claims for administrative staff members.
6. Serves as clerk to the OPERS Board of Trustees. Clerk duties include filing meetings notices with the Secretary of State in compliance with the Open Meeting Act, take minutes of all meetings, prepare meeting materials and distribute to staff and the Board, maintain Board website including updating the site with meeting materials and reports, maintains all Board records and documents, make quorum calls, ensure all meetings are set up (coffee, tables, materials, etc.), plans the annual investment manager roundtable conference including room reservation, room set up, meal and beverages, materials, audio/visual equipment, etc. Maintains a list of current Board members and distributes to staff as changes occur. Ensures new Board members sign the appropriate oaths and notarizes oaths as needed. Attends agenda meetings and prepares draft agendas. Posts

meetings notices with the Secretary of State. Posts agendas in accordance with the Open Meeting Act and agency policy. Maintains Board and Committee membership files. Maintains files of actuarial reports, internal and external audit reports, investment-related reports, Board correspondence, and other Board-related files.

7. Prepare and submit requisitions for goods and services as requested by administrative staff. Request supplements and statute books for staff annually from the House of Representatives and order and maintain other legal publications as requested.

Knowledge, Skills, and Abilities:

- Ability to handle a variety of administrative and clerical tasks from administrative staff and Board members in a professional manner.
- Knowledge of Administrative Procedures Act, Open Records Act, Open Meeting Act.
- Knowledge of current computer software including word processing, spreadsheets, content management, and web-based applications.
- Ability to compose correspondence and other written documents for signature with little or no direction. Ability to handle confidential work with tact and discretion and to exercise good judgment in interpreting and applying rules and policies.
- Ability to communicate effectively with agency staff and members in a courteous and respectful manner.
- Must be able to maintain effective working relationships with others.

Education and Experience:

- Five years of clerical office work including two years as an office manager or executive assistant.
- Experience working with confidential matters.

Physical Aspects of the Position:

- Sitting at a desk and using a computer terminal and keyboard
- Filing and retrieving hardcopy and electronic files
- Using transcription equipment to record and transcribe minutes
- Using the typewriter, calculator, copier and fax machine
- Making and receiving telephone calls throughout the day
- Moving tables and chairs and other light furniture to the proper arrangement for Board and Committee meetings