



STATE OF OREGON
invites applications for the position of:

Administrative Specialist 2

JOB CODE: LEDA10513

OPENING DATE/TIME: 04/01/10 12:00 AM

CLOSING DATE/TIME: 04/21/10 11:59 PM

SALARY: \$2,472.00 - \$3,547.00 Monthly

JOB TYPE: Permanent

LOCATION: Salem, Oregon

AGENCY: Administrative Services-Budget and Management

DESCRIPTION:

The Department of Administrative Services, Budget and Management Division, is seeking to fill a permanent, full-time, unrepresented Administrative Assistant position located in Salem. The Budget and Management Division administers budgetary control over state government programs for the Governor. The Division works to ensure that state resources are identified, allocated, and expended according to law, gubernatorial policy, and legislative policy in the most efficient and economical manner possible.

DUTIES & RESPONSIBILITIES:

The Administrative Specialist will provide high level administrative support to the Budget and Management Division. The incumbent is expected to provide strict confidentiality in every aspect of the job.

Working Conditions

Regular attendance is required for this position. Willing to work overtime with little or no notice, including weekends and holidays during budget season and legislative session. Must meet tight deadlines daily, especially during budget season and legislative session. Must be flexible to meet demands placed by multiple priorities. Must be able to pick up approximately 40 lbs.

QUALIFICATIONS & DESIRED ATTRIBUTES:

Your application and answers to the supplemental questions will be reviewed to determine that you have the education and/or experience required for this position. Please ensure that the answers to all supplemental questions are complete and accurately reflected in your work history.

Your application and answers to the supplement questions must clearly show that you have the following minimum qualifications:

- Two years of experience as an administrative specialist or executive support specialist which included administrative support for a project, program, or operation. Administrative support includes those duties beyond clerical/secretarial such as: interpretation of laws, rules, and regulations; administrative data collection and analysis; and evaluation of projects, processes, and operations.

OR

- An equivalent combination of training and experience.
- One year of postsecondary education may be substituted for up to one year of the experience.

To receive credit for your degree and/or courses you must attach a copy of your transcripts.

Desired Attributes

- High level of proficiency in Microsoft Word, Excel, PowerPoint and Visio (2003 and 2007)
- Experience providing professional level administrative support to a fast moving team.
- Experience managing multiple projects with strict deadlines.
- Ability to independently research, analyze, interpret, compile data and compose correspondence and reports for the management team.
- Experience providing interpretation and application of laws, rules and regulations and policies?
- Experience supporting and/or applying business process improvement techniques such as Lean or other recognized methodologies.

Only the candidates whose experience most closely match the qualifications and desired attributes of this position will be invited to interview.

ADDITIONAL INFORMATION:

Employment is contingent on the outcome of a criminal records check which may require fingerprints (FBI) and a pre-employment drug screening. Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

During the current biennium ending June 30, 2011, DAS employees are required to take mandatory unpaid time off (furlough) days. A furlough is a temporary excused unpaid absence from work. At the time of hire, your manager will meet with you to determine the number of hours or furlough days you will be required to take.

NOTE: The Department of Administrative Services does not offer visa sponsorships. Within three days of hire, all applicants will be required to complete the US Department of Justice form I-9, confirming authorization to work in the United States.

The Department of Administrative Services is an equal opportunity, affirmative action employer committed to a diverse workforce.

VISIT OUR AGENCY WEBSITE AT:
www.oregon.gov/DAS/OP/ES2/recruit/index.shtml

Job #LEDA10513
ADMINISTRATIVE SPECIALIST 2
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OUR OFFICE IS LOCATED AT:
155 Cottage Street NE, U130
Salem, OR 97301
503-378-3622

Administrative Specialist 2 Supplemental Questionnaire

- * 1. Which of the following best describes your highest related level of education?
- High School Diploma or Equivalent
 - Some College Coursework, No Degree Received
 - Associate's Degree

- Associate's Degree and additional coursework
 - Bachelor's Degree
 - Bachelor's Degree and additional coursework
 - Master's Degree
 - Master's Degree and additional coursework
 - Doctorate Degree
 - Doctorate Degree and additional coursework
 - None of the Above
- * 2. If you selected "Some College Coursework, No Degree Received" or "degree and additional coursework" in question 1, how many credit hours have you completed? Select the Quarter/Semester hours that best describe your completed coursework?
- Did not answer
 - 4 Quarter hours/3 Semester hours
 - 8 Quarter hours/5 Semester hours
 - 12 Quarter hours/8 Semester hours
 - 16 Quarter hours/11 Semester hours
 - 20 Quarter hours/13 Semester hours
 - 24 Quarter hours/16 Semester hours
 - 28 Quarter hours/19 Semester hours
 - 32 Quarter hours/21 Semester hours
 - 36 Quarter hours/24 Semester hours
 - 40 Quarter hours/27 Semester hours
 - 44 Quarter hours/29 Semester hours
 - 45-68 Quarter hours /30-45 Semester hours
 - 69-95 Quarter hours /46-63 Semester hours
 - 96-143 Quarter hours /64-95 Semester hours
 - 144-191 Quarter hours /96-127 Semester hours
 - 192-239 Quarter hours /128-159 Semester hours
 - 240 or more Quarter hours /160 or more Semester hours
- * 3. If you selected "Some College Coursework, No Degree Received" or "degree with additional coursework" in question 1, please identify the focus of your upper division (300 or higher) coursework. If you did not, enter N/A.
- * 4. Which of the following best describes the focus of your degree?
- Office Occupations
 - Office Technology
 - Other Related Education
 - None of the Above
- * 5. If you selected "Other Related Education" in question 4, please identify the focus of your degree. If you did not, enter N/A.
- * 6. Which of the following best describes your level of administrative support experience for a project, program, or operation that included duties **beyond clerical/secretarial** such as;
- interpretation of laws, rules, and regulations;
 - administrative data collection and analysis; and
 - evaluation of projects, processes, and operations?
- less than 6 months

- 6 to 11 months
 - 12 to 17 months
 - 18 to 23 months
 - 2 years
 - 3 years
 - 4 years
 - 5 years
 - 6 years
 - 7 years
 - 8 years
 - 9 years
 - 10 years or above
 - None of the above
- * 7. Which of the following best describes your level of experience managing multiple projects with strict deadlines?
- Less than 12 months
 - 12-24 months
 - 2 or more years
 - None of the above
- * 8. Which of the following best describes your level of experience providing interpretation and application of laws, rules and policies?
- Less than 12 months
 - 12 to 24 Months
 - More than 2 years
 - None of the above
- * 9. Which of the following best describes your level of experience using Microsoft Word?
- Beginner (Composing general correspondence such as letters and memos)
 - Intermediate (Creating mail merge, forms and templates)
 - Advanced (Building macros, styles and wizards)
 - None of the above
- * 10. Which of the following best describes your level of experience using Microsoft Excel?
- Beginner (Setting up formatted worksheets and sorting data)
 - Intermediate (Creating formulas, charts and graphs, pivot tables and links between files)
 - Advanced (Creating worksheets with decision-making capabilities, macros and importing data form other sources)
 - None of the above
- * 11. Which of the following best describes your level of experience using PowerPoint?
- Beginner (Editing basic presentations)
 - Intermediate (Creating charts and graphics, animation)
 - Advanced (Customizing presentations, modifying templates, importing data)
 - None of the above
- * 12. Which of the following best describes your level of experience using Microsoft Visio?
- Beginner (Creating and editing basic charts)
 - Intermediate (Organizational charts, multi-layer charts, manipulating shapes and text)
 - Advanced (Linking data, customizing stencils and templates)
 - None of the above
- * 13. Which of the following duties have you performed in the last 3 years?
- Research/compiling program or project data
 - Track/monitor projects and/or contracts

- Create program/project statistics or reports
- Proofread and edit documents
- Maintain program/project statistics and/or reports
- None of the above

* Required Question