

OKLAHOMA HORSE RACING COMMISSION

JOB DESCRIPTION: ADMINISTRATIVE TECHNICIAN III

Definition:

Full-Time Commission employee under the direct supervision of the Director of Operations, the Administrative Technician III provides administrative and clerical support to the Commission in Oklahoma City. This may include preparing correspondence, reports, or other documents, maintaining various filing systems, including computer records of various activities, reviewing and processing applications for permits or licenses, assisting agency customers as needed.

Examples of Work Performed:

Enters and retrieves information using personal computer or other data processing equipment, and receives and reviews coded and uncoded source documents; proofs previously entered data and makes routine corrections.

Examines, checks, and verifies reports and other documents for completeness, appropriateness, adequacy, and conformity to established requirements, and follows up on discrepancies.

Maintains a variety of records such as perpetual inventories of supplies and materials, and statements of expenditures; reconciles departmental records with central records; prepares correspondence, forms and reports.

Initiates and handles correspondence relating to a special field or program in regards to agency or program rules, policies, procedures, or requirements.

Performs a variety of sorting and filing tasks; answers the phone, takes messages, and disseminates information; opens, sorts, distributes, collects, and delivers mail; performs a number of tasks such as posting and recording data.

This may include preparing correspondence, reports or other documents, maintaining various filing systems, including computer records of various activities, reviewing and processing applications for permits or licenses, assisting agency customers with inquires or problems.

Knowledge and Skills:

Maintains a variety of records such as perpetual inventories of supplies and materials, and statements of expenditures; reconciles departmental records with central records; prepares correspondence, forms and reports.

Initiates and handles correspondence relating to a special field or program in regards to agency or program rules, policies, procedures, or requirements.

Performs a variety of sorting and filing tasks; answers the phone, takes messages, and disseminates information; opens, sorts, distributes, collects, and delivers mail; performs a number of tasks such as posting and recording data.

Produces documents of various levels of complexity, ranging from plain copy typing to the manipulation of data to create complex presentations.

Enters and retrieves information using personal computer or other data processing equipment, and receives and reviews coded and uncoded source documents; proofs previously entered data and makes routine corrections..

Ability and willingness to follow written and oral instructions.

Education and Experience:

High school diploma or GED.

Work experience acceptable to the Commission.

Minimum of 2 years clerical office experience or an equivalent combination of education and experience.

Special Requirements/Prohibitions:

The successful applicant must be fingerprinted and checked through OSBI, FBI and ARCI as a part of a standard background investigation which includes the Commission checking with the applicant's prior employers and available references.

Commission employees are prohibited from wagering on any horse race over which the Commission has jurisdiction and are prohibited from owning in whole or in part any horse which races at a Commission-licensed racetrack.

Commission employees and their immediate families are prohibited from receiving purse

supplements, stakes, rewards, stallion awards, broodmare awards, or breeder's awards of any kind, or marketing, promotion, or advertising monies of any kind from the Oklahoma Breeding Development Fund Special Account administered by the Commission pursuant to Section 208.3 of the Oklahoma Horse Racing Act. "Immediate family" has the meaning provided by Rule 257:1-1-2 of the Rules of the Ethics Commission, Chapter 62 App. of Title 74 of the Oklahoma Statutes.

Updated 3/23/2018