

Oklahoma Department of Corrections
Unclassified Job Descriptor

EXECUTIVE ASSISTANT

Basic Purpose:

Positions in this job are responsible for providing administrative support and serving as chief aide to the director.

Typical Functions:

- Organizes the daily activities of the director's office to include: preparing and routing correspondence; routing phone calls to the appropriate personnel; maintaining the director's schedule; planning and completing travel arrangements and itineraries; tracking projects and deadlines; and gathering and analyzing data.
- Serves as a liaison with the Board of Corrections, other department employees, members of the legislature, professional organizations, and the general public; develops and maintains working relationships with the local community, civic groups, members of the news media, and other law enforcement agencies and governmental jurisdictions; responds to inquiries from these various groups.
- Prepares director's comments for monthly Board of Corrections meetings; serves as director's designee at committee meetings and other task force meetings; ensures requests from board members are completed; updates board members on significant incidents and issues impacting the department.
- Supervises assigned staff.

Knowledge, Skills, and Abilities:

Knowledge of procedures and techniques of business communications; of business mathematics; of department policies and procedures; of public relations principles; of modern office methods; of protocol and office etiquette; of supervisory principles and practices. Knowledge of, and skill in, the use of appropriate information technology. Ability to establish and maintain effective working relationships; to communicate effectively, both orally and in writing; to handle confidential work; and to interpret and handle routine matters in accordance with department policy.

Education and Experience:

Statutorily Required: N/A

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Minimum Qualifications: Five (5) years of experience providing advanced administrative support or office management for a senior administrator or manager with a large organization or an equivalent combination of education and experience.