



COMMONWEALTH OF PENNSYLVANIA

TREASURY DEPARTMENT

Job Posting - ADMINISTRATIVE OFFICER II

Class Title: Administrative Officer II
Class Code: T8640
Office: Support Services
Pay Range: 7 – Starting Salary \$52,558.00
Apply By Date: May 13, 2022
Work Hours: 8:00AM – 4:30PM
Work Location: Harrisburg – Finance Building

The Treasury Department is seeking a highly motivated, detailed orientated person with excellent people skills to join our team as an Administrative Officer.

THE POSITION

This position is responsible for administrative work that includes performing a full range of management functions for the Bureau of Support Services.

The employee in this position is accountable for the daily administrative functions of the bureau and providing administrative support to the Deputy Treasurer for Administrative Services and the Director of Support Services. Employees are expected to be technically skilled in the administrative field and have the ability to learn the policies and operations of the Bureau of Support Services. Work includes reviewing, analyzing, and developing policies and operating procedures pertaining to the Bureau of Support Services, the Department's Safety Committee and the Department's Continuity of Operations planning.

DESCRIPTION OF WORK

- Prepares and reviews correspondence for grammar, format, completeness and consistency with departmental policy.
- Applies departmental policies and procedures on a daily basis for various administrative functions.
- Develops and maintains an electronic filing system for bureau administrative files.
- Answers and routes calls, and electronic communications to responsible staff.
- Maintains and tracks bureau projects, activities, and dashboard.
- Facilitates the development and dissemination of bureau-wide communications.
- Supports project management for bureau projects.
- Assists in maintaining the Department's safety program to ensure compliance with state and federal laws, regulations, and standards.

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- Organizes and coordinates the Department's labor/management Safety Committee and assists the Safety Committee chairperson by preparing agendas' minutes, establishing goals and work assignments.
- Identifies and assists in resolving issues related to the Department's Continuity of Operations (COOP) planning and implementation.
- Develops recommendations to management that address safety and COOP program needs and improvements.
- Prepares and submits Out-Service Training requests on behalf of bureau staff and maintains bureau training records.
- Assists with onboarding and training of new bureau staff.
- Performs other related duties and special projects as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern office practices, procedures, and equipment.
- Ability to learn, retain, quickly recall, and explain complex detailed information.
- Excellent interpersonal and communication skills, both written and verbal.
- Ability to prepare correspondence, reports and other communications using Microsoft Office Suite.
- Proficient in MS Excel for project management and work activity tracking and management.
- Ability to pull data and information from systems for operational reporting.
- Ability to craft mass communications such as newsletters.
- Ability to compose emails professionally.
- Ability to maintain confidentiality, integrity, and professional ethics.
- Ability to gather, assemble, correlate, and analyze facts and devise solutions to administrative problems.
- Ability to work independently; with many interruptions, and little supervision.
- Ability to keep electronic and physical files organized and up to date for ease of retrieval.
- Ability to establish and maintain effective working relationships with other employees and the general public.

MINIMUM EXPERIENCE AND TRAINING

One year as an Administrative Officer 1; or
 Three years of experience in an office environment and a bachelor's degree; or
 Any equivalent combination of experience and training.

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