



ADMINISTRATIVE PROGRAMS OFFICER Office of the State Auditor & Inspector

Oklahoma State Auditor and Inspector Employment Information

"Choose a career you love, and you'll never work a day in your life."

Online application address/information: [CLICK HERE](#) Please include a copy of your resume and transcript when applying.

The Oklahoma State Auditor and Inspector's Office is actively recruiting applicants for the position of Administrative Programs Officer in our County/Board of Equalization Division. Our goal is to promote accountability and fiscal integrity in state and local government.

RESPONSIBILITIES: Under the guidance of the State Auditor & Inspector and Administrative Programs Manager, the Administrative Programs Officer responsibilities will include, but are not limited to:

- Develop, coordinate, and present various training workshops to county offices (approximately 12 a year)
- Advise clients on rules, regulations, and laws, regarding county government
- Monitor legislation regarding county government
- Examine approximately 1,000 budgets and verify levies, values, bonds, judgement, etc. to meet the deadline for ad valorem tax statements to be prepared
- Track and post approximately 1000 local government budgets to SAI website and archive budgets yearly
- Track approximately 1700 governmental audits yearly
- Track/release gasoline taxes for over 800 cities/towns in a timely manner
- Perform other administrative duties as assigned
- Serve as the Executive Assistant for the State Board of Equalization

Executive Assistant for the State Board of Equalization responsibilities:

- Schedule board constitutional/statutory meetings
- File open meeting requests with the Secretary of State
- Post meeting agenda and meeting minutes on SAI's website
- Organize and maintain records for the State Board of Equalization
- Research, compile, coordinate, and distribute correspondence, reports, agendas, presentations, or other relevant documents
- Record and transcribe proceedings of meetings

SKILLS/KNOWLEDGE: The successful candidate should be knowledgeable of school bonds/judgements/payments/interest, ad valorem tax levies, special assessments, and county assessor appraisals. The candidate should be proficient using Excel, Word, and Access, PowerPoint, Publisher, and Adobe Acrobat. Must be able to research Oklahoma statutes and understand archive rules and the Open Meetings Act.

Attention to detail, time management, and ability to work under pressure and meet deadlines is required. Candidate must communicate effectively, both orally and in writing, be comfortable with public speaking, and establish and maintain effective working relationships.

NOTE: Applicants must be willing and able to fulfill all job-related travel associated with this position.

EDUCATION/EXPERIENCE: A bachelor's degree and one year of county government experience with County Assessor, County Clerk, or County Treasurer; appraisal experience; or an equivalent combination of education and experience, substituting one year of qualifying experience for each year of the required education. We are interested in applicants who demonstrate strong critical thinking skills, strong communication and time management skills, the ability to build effective working relationships, and a strong interest in continued professional development.

The Oklahoma State Auditor and Inspector's Office is committed to our policy to provide equal employment and advancement opportunity without regard to political or religious opinion or affiliation, race, creed, gender, age, color, national origin, or disability, so long as the disability does not render the person unable to do the work for which employed. All qualified applicants are encouraged to apply.

SALARY/BENEFITS: The Oklahoma State Auditor and Inspector's Office offers the following benefits package:

- **Competitive salary** - entry level \$52,000 - \$60,000 range; salary is commensurate with education and experience.
- **Excellent state benefits** consisting of:
 - 401(a) Defined Contribution Plan with employer match up to 7%
 - 457 Voluntary Contribution Plan
 - Comprehensive health insurance – medical, dental, and vision.
 - Supplemental life insurance.
 - Generous benefits allowance.
 - Longevity bonus after two years of consecutive service.
 - 11 paid state holidays annually.
 - 15 days annual leave per year – monthly accrual to begin immediately.
 - 15 days sick leave per year – monthly accrual to begin immediately.
 - CPE training provided/educational leave for certifications.

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