



Office of the State Auditor
ADMINISTRATIVE ASSISTANT
BUREAU OF SPECIAL INVESTIGATIONS

Posting Number 2012-01

STARTING SALARY: \$36,000 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

Provides overall administrative support to the Bureau of Special Investigation (BSI).

SUPERVISION RECEIVED:

Work under the direct supervision of the Director, Assistant Directors and General Counsel.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

- Provides administrative support services with a level of professionalism.
- Performs routine clerical duties such as typing, filing, copies and other administrative tasks.
- Ability to accurately manage and maintain correspondence/issues log, tracking system, file system, correspondence routing.
- Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
- Provides information by answering questions and requests.
- Assists the Central Processing Unit with preliminary case preparation.
- Maintains supply inventory by checking stock to determine inventory level; anticipating supply needs; placing and expediting orders for supplies.
- Ensures operation of equipment by completing preventative maintenance requirements; calling for repairs; maintaining equipment inventory; evaluating new equipment and techniques.
- Performs such other related duties as required.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- Associate's degree in Public, Personnel or Business Administration or related field or 5 years administrative experience in all phases of public or private sector personnel administration
- A minimum of three (3) years administrative experience in all phases of public or private sector personnel administration
- Strong organizational skills, with a commitment to accuracy and attention to detail.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office applications, including Outlook, Word, and Excel programs.

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PREFERRED QUALIFICATIONS:

Demonstrated experience and expertise in the following areas will also be important considerations:

- Able to exercise effective judgment, sensitivity, creativity to changing needs and situations
- Ability to build effective relationships across a diverse population and at all levels of the organization
- Able to work alone on a broad variety of projects.

Salary is commensurate with experience.

Please submit your cover letter and resume electronically, no later than **February 29, 2012** to OSA.applications@sao.state.ma.us, referencing Posting Number **2012-01** in the subject line.

The Office of the State Auditor is committed to providing equal employment opportunities. Employment actions such as recruiting, hiring, training, and promoting individuals are based upon a policy of non-discrimination. Employment decisions and actions are made without regard to race, color, gender, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, disability, military status, genetic information, political affiliation, or veteran's status.