



Maine Department of Transportation
Open Competitive
Statewide Promotional
OFFICE ASSOCIATE II

Bulletin 11-27

CODE: 6542 **RANGE:** 13 (\$25,958.40 – \$36,358.40)

Value of State-paid Health & Dental Insurance

\$359.27 bi-weekly: Less than or equal to \$30,000.00 – 5% Employee Contribution of Premium

\$341.08 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00 – 10% Employee Contribution of Premium

Value of State's share of employee's retirement: 11.54 % of pay.

SEARCH OPENED: 02/15/12

CONTACT: Stephanie Bunker

CLOSING DATE: 02/29/12, 4:30 p.m.

TELEPHONE: (207) 624-3059

POSITION TYPE: Permanent full-time

LOCATION: Augusta

POSITION #: 02500-0371

BUREAU/DIVISION: Maintenance and Operations

JOB DESCRIPTION: This is office and administrative support work performing complex, varied office support tasks often requiring established skill sets which include a solid knowledge of modern office practices and office equipment necessary to perform divergent clerical functions. Responsibilities require independent decision-making on the appropriate processes to follow, information to process, and actions to take in accordance with standard procedures. The person in this position will perform clerical duties in support of Maintenance and Operations headquarters unit by processing all crew personnel transactions, managing M&O credit card purchases, maintaining salt purchases and delivery information, processing invoices for payment, typing correspondence and providing telephone coverage when needed. The incumbent must possess good computer skills and good people skills.

MINIMUM QUALIFICATIONS: In order to qualify, you must have training, education or experience in office and administrative support work that demonstrates 1) competency in applying a solid knowledge of modern office practices to perform complex, varied office support tasks and 2) the ability to use independent decision-making on the appropriate processes to follow, information to process and actions to take in accordance with standard procedures.

SELECTION PROCESS: This posting may not allow time for employees not already on the register to be scored, and placed on the register. **This is an "Apply Now" application method found at (http://www.maine.gov/bhr/state_jobs/open_jobs.shtml)** Employees on the register that are interested in this location but have not indicated so on their application may do so by calling the Bureau of Human Resources at 624-7761. This may or may not place them in the top six candidates, depending on their raw standing on the register. Qualified candidates will be certified to this Department from the existing register at the State Bureau of Human Resources. Internal transfers (those already in the above classification for MaineDOT) who are interested in an interview may contact **Stephanie Bunker at 207-624-3059** to be interviewed along with certified candidates.

PLEASE NOTE: AN EMPLOYEE WHO TRANSFERS TO A POSITION IN THE PRO/TECH, SUPERVISORY, OR ADMINISTRATIVE SERVICES BARGAINING UNITS OF MSEA MUST REMAIN IN THAT POSITION A MINIMUM OF SIX (6) MONTHS BEFORE HE/SHE IS ELIGIBLE TO APPLY FOR ANOTHER TRANSFER. THIS REQUIREMENT DOES NOT APPLY TO SEASONAL EMPLOYEES

MAY BE REPRODUCED TO SATISFY BULLETIN BOARD DISTRIBUTION

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