



## **Transportation Division Administrative Assistant**

The Transportation Planning Division is seeking qualified applicants for the position of Administrative Assistant to provide administrative and clerical support under the guidance of the division manager.

The Administrative Assistant will be responsible for the preparation of agendas and minutes in compliance with the Oklahoma Open Meetings Act. Duties include meeting room preparation, making copies and emailing notices to meeting participants.

Duties also include providing administrative support for the department staff including composing correspondence, e-mails, preparing spreadsheets and proofreading copy. The position will also support division employees in the use of Kronos timekeeping software, travel claims and public outreach events.

Experience in office administration, clerical tasks, organizing meetings, keeping schedules, and maintaining cordial communication is required. A working knowledge of Microsoft Word, Excel and Outlook is essential.

Starting salary from \$34,894 to \$41,873 depending on qualifications and experience. Please submit a resume detailing employment history, experience, education, and contact information, along with a cover letter that explains why you are interested and qualified for this position to Personnel Director, INCOG, 2 West 2nd Street Suite 800, Tulsa OK 74103 or email to [incog@incog.org](mailto:incog@incog.org)