
Administrative Assistant (Exempt Clerical)(Job Id 8432)

Location: Pierre

Post Date: 06/20/2017

Agency: Agriculture

Close Date: 07/04/2017

Employment Type: Permanent Employee

Description

Job ID: 8432

Agency: South Dakota Department of Agriculture; Animal Industry Board

Salary: \$12.36 per hour

Pay Grade: GE

For more information about the South Dakota Department of Agriculture, please visit <http://sdda.sd.gov/>.

The desired candidate will possess a commitment to service; rigorous attention to detail and the ability to work in a team oriented environment. The candidate provides administrative support which includes answering calls; issuing permits for livestock entering the state; process and route incoming and outgoing mail; writing and typing correspondence; generating and maintaining computerized files; gathering, compiling and providing information for reports; and preparing monthly and quarterly reports.

This position is exempt from the Civil Service Act.

If you possess a National Career Readiness Certificate, please submit the certificate with your application. For more information on how to acquire a National Career Readiness Certificate contact a South Dakota Department of Labor and Regulation Local Office.

The Ideal Candidate Will Have:

Knowledge of or a background in animal science or the livestock industry is preferred. A background in agriculture would be beneficial.

Knowledge of:

- livestock production and associated terminology;
- modern office practices, procedures, and equipment;
- computer software applications;
- methods and procedures for recording and filing data;
- business English, including grammar, spelling, and punctuation;
- customer service and public relations.

Skill to:

- basic computer skills.

Ability to:

- communicate effectively;
- concisely provide information, explanations, and instructions;
- elicit information from others with varying levels of ability to understand;
- obtain and provide information by phone in a clear and courteous manner;
- demonstrate compassion, respect, courtesy, and tact when interacting with others;
- maintain composure, efficiency and a positive customer-service oriented manner during periods of peak workload, with frequent interruptions;
- organize work, set priorities, meet critical deadlines and follow-up with minimal direction;
- operate office equipment such as a photocopier, fax machine, and calculator;
- enter and retrieve data from computer system;
- independently recognize and define a problem;
- identify the resources available to help solve the problem;
- create and implement viable solutions;
- follow through to ensure the problem is resolved to the satisfaction of all parties;
- exercise delegated authority to take action, and to recognize when it is appropriate to seek assistance from others when limits of delegated authority have been reached;
- exercise tact, patience, and discretion in communicating and dealing with persons of varying backgrounds and temperament;
- develop a working knowledge of Animal Industry rules, regulations and import requirements.

The State of South Dakota offers paid employee health insurance plus ten paid holidays, generous vacation leave accrual, and medical, dental, vision, and other benefits. For more information visit <http://bhr.sd.gov/workforus/workbenefits.aspx>.

Apply at: <http://tinyurl.com/y7dkgg5z>

South Dakota Bureau of Human Resources

500 East Capitol

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