

Position announcement 11/2/2015

Half time position. Administrative Specialist 2 (Occupational Therapy Licensing Board)
Salary: **Half** of monthly salary starting at range \$1465 to \$2055 (full \$2929 to \$4111).
Location: Portland State Office Building, 800 NE Oregon St. Suite 407
Time: Mon – Friday from 10 a.m. – 2 p.m.
Job Type: Permanent, ½ time part - time: .50 FTE
Occupational Therapy Licensing Board Web site: www.oregon.gov/otlb



Job Number OTLB2015-1 **Closing** 11/15/2015 PM Pacific

The Board's **Mission Statement** is to protect the public by supervising occupational therapy practice; and to assure safe and ethical delivery of occupational therapy services.

The work of the Occupational Therapy Licensing Board includes:

- Develops policy and sets standards of practice
- Reviews applications and issues licenses to qualified applicants
- Investigates complaints and takes appropriate disciplinary action when violations are found to have occurred
- Monitors and enforces Continuing Education requirements

Duties and Responsibilities:

The successful candidate will provide administrative and technical support for applicants and licensees. Duties include independently performing administrative functions relating to licensing and renewals, interpreting and applying applicable laws, rules and procedures and exercising independent judgment while performing essential duties, including regular communications with regulated persons and entities and the general public.

Qualifications, Required and Requested Skills:

- Two years of experience as an administrative specialist or executive support specialist which included administrative support for a project, program, or operation. Administrative support includes those duties beyond clerical/secretarial such as: interpretation of laws, rules, and regulations; administrative data collection and analysis; and evaluation of projects, processes, and operations;

OR

- An equivalent combination of training and experience.

One year of postsecondary education may be substituted for up to one year of the experience.

REQUESTED SKILLS : Attention to detail and accuracy is essential.

- Ability to understand and work with a variety of computer systems
- Ability to make independent decisions using an extensive knowledge of related programs
- Ability to understand and work with a variety of computer systems
- Ability to work well with public
- Ability to organize and be responsible for the record keeping of numerous programs
- Ability to work with a minimum of supervision
- Skill in interpreting laws, rules and policies and procedures and applying interpretations to specific situations
- Skill in performing technical or administrative support functions requiring independent judgment, decision making and problem resolution
- Skill in communicating to explain decisions, services, or programs or resolve problems through negotiation

HOW TO APPLY

- **Send** in your resume showing appropriate qualification and experience.
- **Attach** a cover letter, not more than two (2) pages, describing how your training and experience meet the required and requested skills for this position.
- **Attach** copies of transcripts, if you are using education to qualify: must include your name, coursework completed with passing grade, degree and date received, and institution name.
- Only complete applications received by the posted closing date and time will be considered. Be sure to answer all supplemental questions and attach all required documents.

CRIMINAL BACKGROUND CHECK

Employment will be contingent upon the passing of a fingerprint-based criminal background check. Conviction of a crime will not automatically disqualify an individual from being considered for employment.

VETERANS' PREFERENCE

Eligible veterans who meet the qualifications will be give veterans' preference. To receive preference you **MUST** attach appropriate documentation as outlined by the Department of Administrative Services at the following website: [Veterans Resources](#). You may also call the Oregon Department of Veterans' Affairs at 1-800-692-9666.

Familiarity with occupational therapy profession a plus.

Please send the state application and other supporting documentation to:

Felicia Holgate, Executive Director Occupational Therapy Licensing Board, 800 NE Oregon St. Suite 407 Portland, Oregon 97232 Felicia.M.Holgate@state.or.us 971-673-0198