



State of Oregon Position Description

Company: Department of Geology and Mineral Industries
Organization: Mineral Land Regulation & Reclamation - DOGAMI
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Office Specialist 1	Job Profile ID:	0103
Business Title:	Office Specialist 1 (Unfilled)	Position ID:	000000001788
Employee Name:		Company ID:	63200
Representation:	OAO	Budget Auth No:	413360
Location:	Albany DOGAMI Broadalbin Street 229		
Supervisor:	Sarah Lewis (MLRR Program Manager)		
Position:			
Time Type:	Full Time		
FLSA:	Non Exempt		
Exempt Reason:			
Overtime Eligible:	Yes		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Department of Geology and Mineral Industries' mission is to provide earth science information and regulation to make Oregonians safe and prosperous. The mission is implemented via two primary programs and a variety of mission areas and regulatory programs.

The Geological Survey and Services Program (GSS) conducts geoscience surveys of the state, serves as the cost-effective centralized source of geoscientific information in Oregon for the public and for government, and forms partnerships for the effective use of that information to reduce risk.

The Mineral Land Regulation and Reclamation Program (MLRR) is responsible for implementing the state's statutes and rules protecting the environment and reclamation relating to exploration and development of mineral and energy resources. It also serves as a cost-effective steward of mineral production with attention paid to economic development, environment, reclamation, conservation, and other engineering and technical issues.

The primary purpose of this position is to provide office assistance to the Mineral Land Regulation and Reclamation Program. This position directly supports a small, independent office through secretarial, record processing, and informational tasks relating to the permitting and reclamation of mineral exploration, aggregate, non-aggregate, oil, gas, geothermal and chemical process mining.

SECTION 3. JOB DESCRIPTION

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "essential" (E) or "Non-Essential" (NE) function.

40% - R - E Secretarial/Administrative

- Types or prepares a variety of routine correspondence including reports, memos, and cover letters and notices.
- Proof reads and edits documents for mailing.
- Maintains paper permit files including filing documents, creating new and second volumes or hanging folders, etc.
- Maintains digital file systems including intake, file naming and preparation of digital information packages as requested.
- Opens and sorts incoming mail and distributes to staff. Researches bad address on returned mail and updates contact lists.
- Processes outgoing mail, including copying, filing and mailing. Uses mailing machine and postage meter.
- Copies, scans and archives documents in accordance with administrative procedures and retention schedules.

35% - R - E Record Processing/Technical

- General administrative support for all permit programs as needed.
- Enters and revises information in the permit database and online permitting system to maintain accurate, complete and current information.
- Receives permit renewals and verifies permittees' calculations of annual renewal fee due/paid.
- Enters data from submitted forms, scans & files originals. Enters checks received into database.
- Generates cover letters and assembles mailing packets for permit related materials.

20% - R - E Information and Assistance

- Answers MLRR main phone line and monitors and routes inquiries to the MLRR info email.
- Answers general program questions or routes caller to appropriate staff.
- Explains or clarifies rules, processes and services to permittees, applicants and the public
- In coordination with the MLRR IT support specialist, provides customer assistance with the DOGAMI ePermitting system (DEPS).

5% - NC - E Other duties as assigned

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Typical office environment with extended daily use of personal computer, phone system, scanner/copier/printer, mail machine and postage meter.

SECTION 5. GUIDELINES

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Oregon Revised Statutes (ORS)
- Oregon Laws; Governor's Executive Orders
- Oregon Administrative Rules (OAR)
- Statewide Policies and Procedures
- Agency Policies, Processes and Procedures
- Office Assistant Desk Manual

How are these guidelines used?

To guide work practices relating to professional standards and conduct and to guide individual's professional activities.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who	How	Purpose	How Often?
Financial Institutions	In Person, by mail, email or telephone	Request information on securities	Weekly
General public	In Person, by mail, email or telephone	Respond to and redirect general inquiries	Daily
Other agencies	In Person, by mail, email or telephone	Exchange program information	Weekly
Permittees	In Person, by mail, email or telephone	Provide program/permit information, request site specific information	Daily

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Determining who is the appropriate staff to refer callers and visitors. Prioritization of own work tasks to meet deadlines.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
PEM D	0034041	In Person, by mail, email or telephone	Regularly	To ensure work is completed as assigned. Quarterly reviews address agency priorities and annual performance.

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management.

Additional skills, abilities and desired attributes:

- High level of attention to detail
- Good written and verbal communication skills
- Self-motivated and able to meet numerous firm deadlines with frequent interruptions in daily work schedules
- Work in a team environment and able to prioritize workload from various areas

SECTION 11. BUDGET AUTHORITY

If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee

Date

Manager

Date

Appointing Authority

Date