

**BUREAU OF LABOR AND INDUSTRIES  
JOB ANNOUNCEMENT**

**OFFICE SPECIALIST 2  
APPRENTICESHIP AND TRAINING DIVISION**

<b>ANNOUNCEMENT NUMBER:</b>	<b>LE080345</b> post code 722
<b>CLASSIFICATION NUMBER:</b>	<b>C0104</b>
<b>SALARY RANGE 15:</b>	<b>\$2043 - \$2854 per month</b>
<b>LOCATION:</b>	<b>Portland</b>
<b>OPEN:</b>	<b>August 20, 2008</b>
<b>CLOSE:</b>	<b>September 15, 2008</b>

**GENERAL INFORMATION:**

The Bureau of Labor and Industries (BOLI) enforces civil rights laws and laws related to minimum wages and working conditions. BOLI's Apprenticeship and Training Division facilitates apprenticeship training in Oregon, monitors the progress of apprenticeship committees throughout the state, and supports the State of Oregon Apprenticeship and Training Council, which administers Oregon's apprenticeship laws. Apprenticeship is occupational skill training that combines on-the-job experience with classroom instruction. In Oregon, apprenticeship is a partnership of employers, workers, the State of Oregon, and a variety of schools and community colleges.

**TO QUALIFY:**

Your State of Oregon application form (PD 100) will be reviewed to verify that you meet the minimum qualifications stated in this section. Your application must clearly show that you have:

Two years of general clerical experience, one year of which included typing, word processing, or other experience generating documents; **OR**

an Associate's degree in Office Occupations or Office Technology; **OR**

Graduation from a private school of business with a Certificate in Office Occupations or Office Technology **and** one year of general clerical experience.

College courses in Office Occupations or Office Technology will substitute for the required experience on a year-for-year basis.

**The "Work History" section of your application must clearly show your experience related to the minimum qualifications (above). Failure to provide this information clearly may result in the elimination of your application from further consideration.**

**IF YOU QUALIFY, SEE THE “TEST” SECTION OF THIS ANNOUNCEMENT.**

H.I.R.E. System applicants who wish to be considered for this position must follow the “TO APPLY” instructions listed in this announcement.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

As part of a three-person team, the person in this position will provide administrative support to the Apprenticeship and Training Division (ATD) through the following:

Through data entry into the ATD database, process meeting minutes of various Apprenticeship Committees;

Update the database through data entry of monthly reports, committee files, mailing lists, etc.

Using word processing software and/or the ATD database, prepare documents such as worksheets, rosters, training agent lists, committee standards, and related materials;

Process output from the ATD database, including mailing documents to apprentices and committees;

Respond to basic inquiries about the apprenticeship and training program (from walk-in visitors and callers over the telephone);

Review registration and training agent documents for compliance with ATD criteria;

Type correspondence, reports, memos, and other documents;

Process incoming and outgoing mail.

**WORKING CONDITIONS:**

Typical office setting; heavy computer use with emphasis on data base functions and word processing; regular public contact (in-person and over the telephone); occasional interactions with persons who may be distressed, angry, or otherwise emotionally volatile.

**THIS IS THE TEST (# 08-149):**

**YOU MUST ANSWER THE FOLLOWING QUESTIONS.**

Use a separate sheet of paper. Include any work experience (paid or unpaid) and training you have that is related to each question. Be sure that the jobs in which you gained the experience you describe in these answers are listed in the "Work History" section of your application form (PD 100). Your test grade will be based on your answers.

If there are several parts to a question, answer each part separately. Number your answers to agree with the questions. Attach the answer sheet to your application. **You must also complete and submit the Skill Code Sheet found on page 5 of this job announcement. Your application will not be accepted if it is incomplete.**

1. This position requires experience with word processing software, skill in reviewing and proofreading documents and reports, and the ability to prepare and produce reports from the Apprenticeship and Training Division database. Attention to detail is essential. **List the types of word processing programs and databases you have used. How long did you work with each word processing program and database? Was any of this experience related to the field of apprenticeship and training? Describe.**

2. The person in this position must have effective organizational skills. **Describe your experience in coordinating or providing administrative support to a program or public agency. Did your experience include coordinating large meetings? How often did the meeting occur and how many people attended?**

**TO APPLY:**

Obtain an application packet from the Oregon Bureau of Labor and Industries (971-673-0783) or on-line through the State of Oregon jobs page: <http://www.oregonjobs.org/>

Submit the completed application form, responses to test questions, and completed skill code sheet to the Bureau of Labor and Industries, Employee Services, 800 NE Oregon Street, Portland, Oregon 97232 **by 5:00 p.m. of the closing date, September 15, 2008.**

**If you have a disability and/or need an alternative format** in order to complete the application process, you may call the Bureau at 971-673-0783 or TTD 971-

673-0766 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Be prepared to leave a message describing the alternative format needed.

**APPLICATION MATERIALS MUST BE RECEIVED BY THE CLOSE DATE / TIME AND MUST BE COMPLETE AND LEGIBLE.** Applications can be mailed or delivered in person or by messenger by the closing date / time. **Facsimile (FAX) transmissions are not accepted for this recruitment.**

Notice of results will be sent by mail. Although the Bureau is not required to delay its selection process, you may request a review of the results. Your request must be received within ten (10) days from the date of the notice. Additional information cannot be accepted. However, if the recruitment is still open, you may submit a new application, which must be received in our office by the closing date / time.

Submit only the required materials. Reference letters or work examples should be kept for interviews.

Keep a copy of your application for job interviews. Copies are not provided. The pay on all job announcements is subject to change without notice.

Information about current job openings and application forms is available through:

Oregon State Job Listing internet access:  
<http://www.oregonjobs.org/>

**THE BUREAU OF LABOR AND INDUSTRIES IS AN EQUAL OPPORTUNITY  
EMPLOYER COMMITTED TO WORKFORCE DIVERSITY**

**SKILL CODE SHEET  
BUREAU OF LABOR AND INDUSTRIES  
APPRENTICESHIP AND TRAINING DIVISION  
OFFICE SPECIALIST 2**

Read the description of each skill shown below to determine those in which you have experience and/or training. Circle or highlight your skills on this sheet. The skills you mark will provide additional assistance to the agency in determining whether you meet the specific requirements for this position.

### **TYPING / KEYBOARDING**

Net typing / keyboarding speed:

LTP 0 – 39 wpm  
QTP 40 – 54 wpm  
PTP 55 wpm and above

PRO Willing to work in a production environment (willing to sit and key for 6 – 8 hours per day)

COR Experience in typing / keyboarding documents, correspondence, reports, manuscripts, meeting minutes, etc.

### **COMPUTERS / SOFTWARE / DATA ENTRY**

W / P Any Word Processing program  
ODB Any Database program  
OSS Any Spreadsheet program  
WIT Windows (Microsoft)  
D / E Completed training or work experience in the input, update, correction, and retrieval of alpha / numeric data.

### **MULTI-LINE TELEPHONE**

Work experience using:

MLS 1 – 3 lines  
MLT 4 – 9 lines  
MLM 10 or more lines

### **RECORDS MAINTENANCE**

ALM Alphabetic  
NUM Numeric  
RPT Experience in establishing a filing system

### **PUBLIC CONTACT**

PIP Answering routine inquiries for information about an employer's programs or services  
PEP Explaining rules and regulations; policies and procedures  
CAP Contact with angry, upset, distressed, or hostile clients or customers.