

Job Class: Office and Administrative Specialist
Agency: Department of Employment and Economic Development

- **Job ID:** 93074
- **Location:** St. Paul
- **Telework Eligible:** No
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** This vacancy is open for bids and all qualified job seekers simultaneously.
- **Date Posted:** 03/27/2026
- **Closing Date:** 04/02/2026
- **Hiring Agency/Seniority Unit:** Department of Employment and Economic Development - AFSCME
- **Division/Unit:** State Services for the Blind
- **Work Shift/Work Hours:** Day Shift, 8:00AM - 4:30PM
- **Days of Work:** Monday - Friday
- **Travel Required:** No
- **Salary Range:** \$20.32 - \$25.41 / hourly; \$42,428 - \$53,056 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 206 - American Federation of State, County, and Municipal Employees
- **Work Area:** State Services for the Blind - Braille
- **FLSA Status:** Nonexempt
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

The work you'll do is more than just a job.

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

Job Summary

State Services for the Blind's (SSB) mission is to facilitate the achievement of vocational and personal independence by Minnesotans who are blind, visually impaired, or DeafBlind. We offer a dynamic team-oriented environment where everyone's contribution is key to achieving this mission.

The Office & Administrative Specialist supports the Braille Librarian and Braille Proofreaders at State Services for the Blind (SSB) by ensuring accurate, timely processing of braille materials for K–12 students and other eligible clients. This position reads and interprets print materials aloud to assist proofreaders in verifying braille transcription accuracy, including print formats such as charts, graphs, math equations, tactile graphics, and foreign language components. The role also collaborates on cataloging, updating, and maintaining the KLAS database; producing tactile graphics and braille labels; tracking and

preparing materials for shipment; and maintaining the organization and shelving of braille volumes in the library. The work requires strong attention to detail, the ability to understand and articulate complex print content, and consistent collaboration with the Braille Librarian, proofreaders, staff, volunteers, and customers.

Minimum Qualifications

Please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held. Only applicants whose resumes clearly demonstrate fulfillment of each of these minimum qualifications will be considered for this position.

- Knowledge of the universal English braille (UEB) code and Nemeth code.
- Knowledge of types of assistive technology tools that individuals who are blind, deaf/blind or low vision require to access their environment (screen reader programs, speech-to-text output programs, braille note devices, tactile braille output devices, magnification programs and devices, audio readers, large print, etc.).
- Skill in understanding the difference between grade 1 and grade 2 of the universal English braille (UEB) code.
- Skill in understanding of the difference between the universal English braille (UEB code) and Nemeth code for math/science.
- Skill in typing/keyboarding, using Microsoft Word and Excel or equivalent software, sufficient to produce documents and enter data into spreadsheets.
- Ability to produce and read the UEB code and Nemeth Code.

Preferred Qualifications

- Ability to read print aloud clearly and fluently while interpreting complex layouts, including charts, graphs, mathematical expressions, scientific notation, maps, and other visual formats.
- Knowledge of braille production, transcription standards, or tactile graphic interpretation, including understanding how visuals convert to tactile formats.
- Experience working with Science, Technology, Engineering, and Mathematics (STEM) textbooks, foreign language materials, or subject-specific notation used in kindergarten - twelfth (K - 12) grade curriculum.
- Experience using Kaiser Library Automation System (KLAS) or other library/inventory database systems for cataloging, circulation, and tracking materials.
- Experience operating braille production equipment, such as embossers, thermoform machines, bursters, binders, or barcode label printers.
- Attention to detail sufficient and the ability to maintain concentration for extended periods while reviewing and interpreting print content.
- Our employees are dedicated to ensuring cultural responsiveness. Preferred candidates will have a variety of experiences working effectively with others from different backgrounds and cultures.

Additional Requirements

This position requires an Adjustment to Blindness immersion training program. The immersion experience helps new employees understand what's possible for people who are blind, DeafBlind or visually impaired by allowing them to experience it for themselves. The training takes place at an Adjustment to Blindness training center and can run up to 6-7 weeks.

A job offer will be contingent upon successfully passing a background check. The background check may consist of the following components:

- Criminal Background Check
- Employment Records Check (current and former State employees only)
- Employment Reference Check
- Conflict of Interest Review
- Driver's License and Records Check

The Minnesota Department of Employment and Economic Development will not sponsor applicants for work visas. All applicants must be legally authorized to work in the U.S.

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

Connect 700 Program

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Talent Acquisition at talent.acquisition.deed@state.mn.us.

Veterans

To be considered with [Veteran's Status](#), you MUST indicate this on your application and submit a copy of your DD-214 form and other required documentation to talent.acquisition.deed@state.mn.us by the closing date.

[Recently Separated Veterans \(RSV\)](#): Effective July 1, 2009, legislation provides that the top five RSV applicants who apply and meet the qualifications for a vacancy shall be granted an interview.

[Certain Disabled Veterans](#): Effective August 1, 2012, legislation provides state agencies with the option to appoint certain disabled veterans on a non-competitive basis.

See the above links for criteria and eligibility.

Current State Employees

- Please apply via Self Service.
- If eligible for bidding or expression of interest: This vacancy will be open for bids/expression of interest and all qualified applicants simultaneously. Current employees of DEED who are currently in the same classification, who are eligible, and apply within the seven (7) day period will be considered prior to filling the position by other means.

Contact

If you have questions about this position, contact Alex Roberge at alex.roberge@state.mn.us

Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
 - Fertility care, including IVF
 - Diabetes care
 - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

Support to help you reach your career goals:

- Training, classes, and professional development
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at studentaid.gov)

Employee Assistance Program (EAP) for work/life support:

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

EQUAL OPPORTUNITY EMPLOYERS

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression,

marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

APPLICANTS WITH DISABILITIES

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and let us know the support you need.

The Department of Employment and Economic Development is an equal opportunity, affirmative action, and veteran-friendly employer, and encourages all qualified candidates to apply for job opportunities. If you are an individual with a disability who needs assistance or cannot access the online job application and search tools, please contact Karen Lilledahl at Karen.Lilledahl@state.mn.us. Please indicate what assistance is needed.