Department of Rehabilitation Services

**Please Post**

## Job Announcement # 12-075 Re-announcement of 11-137

## (Previous applicants need not apply)

## Position Title/Code/Level: Rehabilitation Technician, Level I, K20A

##### Location: VR #23 – OKC

**Number of Positions/PIN:** **(****1) – Classified** **/** **80500783**

#### Monthly Salary Range: Minimum Midpoint Maximum

**Level I (Pay Band H) $1,936.17 $2,581.58 $3,227.00**

###### Beginning Date: Monday, November 28, 2011

**Ending Date:** **Monday, December 12, 2011 at 11:59 pm**

**Essential Functions:** This position provides skilled technical assistance to rehabilitation professionals in the provision of direct client services; assists Vocational Evaluators, Assistive Technologists, and/or Psychological Clinicians in the provision of testing and assessments used in making appropriate recommendations for vocational planning for clients with disabilities. Duties include entering information into the Agency Data System; arranging for testing and evaluation appointments for clients; sending written correspondences to clients, Vocational Rehabilitation Specialists, evaluation professionals and vendors; assisting with intake of clients for testing and evaluation; scoring test assessment materials; typing reports; maintaining the testing files, testing room materials and equipment, as well as the coordinating and scheduling of the conference room. This position will also share responsibility for reception of clients, answering telephones and general office duties to include copying and faxing. Applicant must be willing to perform all job related travel. **Probationary period (or trial period if applicable) is required**.

**Education and Experience Requirements:** Level I - requirements at this level consist of one year of experience in office technical clerical work.

**Method of Application:** ALL SOURCES – Applicants, without previous classified state service, those that are in the unclassified status OR currently in probationary status, must apply through the Office of Personnel Management OKCAREERS on-line applicant system ([www.ok.gov/opm/](http://www.ok.gov/opm/)). Current State of Oklahoma employees with permanent status in the classified service, or those having reinstatement rights;Submit **one (1) complete set** of all of the following application materials: A cover letter that contains the **Job Announcement Number, Job Title and Job Code** of the position for which you are applying, a telephone number where you can be reached during office hours, your home mailing address, your e-mail address, your current classification and job code **and** a completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B). DRS’ requires applicants to provide copies of performance evaluations at the interview process.

**Send OPM 4B and Cover letter to:**

**Department of Rehabilitation Services**

**Attn: Human Resources Unit**

**3535 NW 58th Street, Suite 500**

**Oklahoma City, Oklahoma 73112**

**Fax: (405) 951-3543**

If you have any questions regarding this position or the application process, contact Calvin Small at (405) 951-3527 or Randal Zotigh at (405) 951-3454.

**An Equal Opportunity Employer**