**MHSA/WET – OA III Job Description**

OA III will be reporting to the Supervising OA II as well as supporting the Staff Development Officer of Training. Some of the primary responsibilities include frequent communication with COR Learning Center staff, department employees and upper management/administration regarding training related matters. The incumbent will support specific department trainings which can include registering participants, collecting training fees, preparing handouts, setting up and cleaning up after trainings, creating and distributing certificate of completion to staff, record keeping, etc.

Other duties include: must be a team player, multi-task, organized, and deadline driven, correct English usage, grammar, spelling, vocabulary, punctuation, format, and style; office procedures, including preparing correspondence and reports, filing, and operating standard office equipment, ordering supplies, completing travel and mileage requisitions. Candidate needs to be proficient in Excel. Understand the capabilities and applications of information processing equipment considering the requirements of the unit, use initiative and judgment in setting up formats for a variety of documents; provide guidance to and train staff; proof and correct copy into acceptable final form; store and retrieve a variety of documents and subdocuments; meet departmental production and accuracy standards; establish and maintain effective working relationships. Operate a variety of equipment including but not limited to word processors, computer terminals, duplicating machines, calculators; and prepare and complete a variety of forms and documents.