

Habla Español
Bạn Có Thể Nói Tiếng Việt Không ?



The
State of Oklahoma
Wants You

Many state agencies provide direct services to clients who are unable to communicate effectively in English. Therefore, some state jobs have a critical need for fluency in another language so that services may be delivered to them. If you have excellent conversational skills in English and a second language, you may be able to use your skills as a state employee.

There are also many career opportunities that do not require bilingual skills, which you should explore as well.

If you are bilingual, the first step is to apply with the Office of Personnel Management at www.ok.gov/opm for current job announcements that you qualify for and are interested in being considered for hire.

By agency, specific job titles and codes are identified that may have a need for employees with bilingual skills. If you wish to be considered by that agency, you must apply for a specific job announcement.

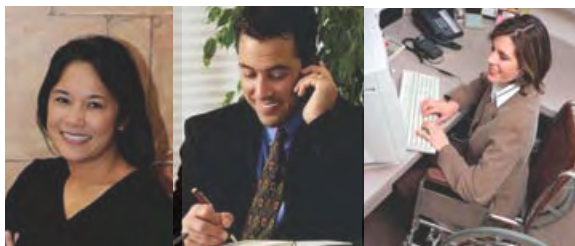
The jobs listed below with an asterisk (*) require merit testing.

Oklahoma Department of Human Services

- ▶ Social Services Specialist, H20A* and H20B*
- ▶ Child Support Specialist, H30A* and H30B
- ▶ Customer Service Representative, E13B*
- ▶ Administrative Technician, E16B* and E16C*
- ▶ Child Welfare Specialist, H23A* and H23B*

Applicants must apply directly to OKDHS for child welfare positions. Visit www.okdhs.org and click on Careers for more information.

Contact Employment Services Unit at 405-521-3613 or e-mail jobs@okdhs.org after your application has been processed by OPM.



Oklahoma Department of Corrections

- Correctional Security Officer, I10A*
- Probation and Parole Officer, I40A*
- Licensed Practical Nurse Y11 (All Levels)
- Registered Nurse Y12 (All Levels)
- Patient Care Assistant, Y10A and Y10B
- Food Service Specialist IV, Z20D

Contact 1-877-276-JOBS or www.doc.state.ok.us after your application has been processed by OPM.

Oklahoma State Department of Health

- ▶ Accounting Technician, D50 (All Levels)*
- ▶ Administrative Assistant, E17A* and E17B*
- ▶ Administrative Technician, E16 (All Levels)*
- ▶ Advanced Practice Nurse, Y14A@ and Y14B@
- ▶ Disease Intervention Specialist, X38
(All Levels)*
- ▶ Health Educator, X20 (All Levels)
- ▶ Licensed Practical Nurse Y11 (All Levels)@
- ▶ Nursing Manager Y13(All Levels)
- ▶ Nutrition Assistant, Z24 (All Levels)*
- ▶ Nutrition Therapist, Z25A*
- ▶ Nutrition Therapist, Z25 (Levels B, C and D)@
- ▶ Patient Care Assistant, Y10 (All Levels)*
- ▶ Registered Nurse Y12 (All Levels)@
- ▶ Speech Language Pathologist, X22A*
Speech Language Pathologist X22 (Levels B, C,
and D)@

After your application has been processed by OPM, you may be contacted by the OSDH Office of Human Resources at 405-271-4171 upon receipt of your name on a job list (certificate of eligibles). @ – These positions are approved for Direct Hire. For vacant positions and how to apply, visit the OSDH Web site at www.health.ok.gov.

Oklahoma Department of Mental Health and Substance Abuse Services

- ▶ Social Services Specialist I, H20A*
- ▶ Clinical Social Worker I, H27A
- ▶ Patient Care Assistant I, Y10A
- ▶ Food Service Specialist I, Z20A
- ▶ Housekeeping/Custodial Worker I, F50A
- ▶ Registered Nurse (Psychiatric) Y12
(All Levels)@
- ▶ Licensed Practical Nurse Y11 (All Levels)
@ – These positions are approved for Direct Hire. For vacant positions and how to apply, visit www.odmhsas.org/careeropps.htm.

Contact Human Resources Management at 405-522-3902 or www.odmhsas.org/careeropps.htm after your application has been processed by OPM.

Oklahoma Department of Public Safety

- ▶ Communications Officer I, G10A*
- ▶ Driver's License Examiner, G14A*
- ▶ Law Enforcement Highway Patrol Cadet, G53A+
- ▶ Licensing Services Hearing Officer, G30A
+ – Testing is scheduled through the Oklahoma Department of Public Safety.

Contact Human Resources Management at 405-425-2162 after your application has been processed by OPM.

Oklahoma Office of Juvenile Affairs

- ▶ Youth Guidance Specialist, Z51A
- ▶ Juvenile Justice Specialist, K10A*

Contact Human Resource Management Division at 405-530-2973 or 530-2978 after your application has been processed by OPM.

Oklahoma Employment Security Commission

- ▶ Workforce Services Specialist, W10
(All Levels)*
- ▶ Customer Assistance Representative, E55
(All Levels)*

Contact Human Resource Management Division at 405-557-5412 after your application has been processed by OPM.

The information contained in this brochure is not intended to be a complete list of opportunities available for people seeking a career that will give them an opportunity to use their bilingual skills. It will, however, identify some of the state agencies and some of the state jobs that have a need for employees with bilingual skills. Some languages may be in more demand than others.





OKDHS Pub. No. 03-32 Revised 6/2009

This publication is authorized by the Oklahoma Commission for Human Services in accordance with state and federal regulations and printed by the Oklahoma Department of Human Services at a cost of \$205.00 for 2,050 copies. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries. OKDHS offices may request copies on ADM-9 (23AM009E) electronic supply orders. Members of the public may obtain copies by contacting the OKDHS Records Center at (405) 962-1721 or 1-877-283-4113 (toll free).

