

DATE: AUGUST 28, 2017
RS17020
PAGE: 1

OFFICE ASSISTANT III
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
FAIRMONT BRANCH OFFICE
MARION

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THE WEST VIRGINIA DIVISION OF REHABILITATION IS RECRUITING TO FILL AN OPEN POSITION IN ITS FAIRMONT BRANCH OFFICE FOR AN OFFICE ASSISTANT III UNDER THE GENERAL SUPERVISION OF THE FAIRMONT BRANCH MANAGER, THIS POSITION WILL HAVE THE PRIMARY RESPONSIBILITIES OF ANSWERING THE TELEPHONE AND GREETING CLIENTS AND VISITORS TO OUR OFFICE. THIS INDIVIDUAL WILL ALSO PROVIDE GENERAL CLERICAL SUPPORT FOR FOUR FULL-TIME COUNSELORS, AN RSA, AND BRANCH MANAGER. THIS WILL INCLUDE ENTRIES INTO THE ELECTRONIC CASE MANAGEMENT SYSTEM. ADDITIONAL DUTIES INCLUDE BUT ARE NOT LIMITED TO: TYPING REPORTS, COMPLETING AGENCY FORMS SUCH AS TRAINING REQUESTS/EVALUATIONS EXPENSE ACCOUNTS, APPOINTMENT REMINDERS, DISTRIBUTING INCOMING AND OUTGOING MAIL, OPERATING OFFICE EQUIPMENT, TAKING REFERRALS BY PHONE AND WALK-IN, GENERATING AUTHORIZATIONS, PAYING AUTHORIZATIONS, AND OTHER DUTIES AS ASSIGNED. THIS POSITION REQUIRES KNOWLEDGE OF OFFICE PROCEDURES AND HOW TO USE A COMPUTER TO COMPLETE ASSIGNED JOB TASKS.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FOUR (4) YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING ROUTINE OFFICE WORK.
SUBSTITUTION: COLLEGE HOURS, RELATED BUSINESS SCHOOL, OR VOCATIONAL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DATE: AUGUST 28, 2017
RS17020
PAGE: 2

DEADLINE: SEPTEMBER 06, 2017

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MR. AARON JOHNSON
REHAB SERVICES 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17020 ON APPLICATION