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OFFICE ASSISTANT II
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
MARTINSBURG DISTRICT OFFICE
BERKELEY

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECT SUPERVISION OF THE BRANCH OFFICE SUPERVISOR, THIS POSITION WILL PROVIDE A FULL RANGE OF CLERICAL SUPPORT INCLUDING TELEPHONE DUTY AND RECEPTIONIST, GREETING CLIENTS AND VISITORS TO THE MARTINSBURG DISTRICT OFFICE. THIS POSITION WILL BE HOUSED IN THE MARTINSBURG DISTRICT OFFICE. THIS INDIVIDUAL WILL PROVIDE GENERAL CLERICAL SUPPORT FOR COUNSELOR TERRITORIES, INCLUDING ENTRIES INTO THE ELECTRONIC CASE MANAGEMENT SYSTEM. ADDITIONAL DUTIES INCLUDE BUT ARE NOT LIMITED TO: TYPING REPORTS, COMPLETING AGENCY FORMS SUCH AS TRAINING REQUESTS/EVALUATION, EXPENSE ACCOUNTS, ITINERARY, ETC., AS WELL AS CUMULATIVE WORKLOAD REPORTS, SCHEDULE APPOINTMENTS AND NOTIFY CLIENTS, PREPARE/ENCUMBER AUTHORIZATIONS/INVOICES FOR PAYMENT USING THE ELECTRONIC CLIENT AUTHORIZATION PAYMENT SYSTEM; KEEP ACCURATE RECORDS OF CASE SERVICES EXPENDITURES FOR ASSIGNED TERRITORIES AND FORWARD TO THE OFFICE ASSISTANT 3 ON A WEEKLY BASIS. TRANSCRIBE INFORMATION FROM VOICE-RECORDED DICTATION; COMPOSE ROUTINE LETTERS; COPY MATERIALS PROOFREAD WORK; AND PROVIDE BACK-UP CLERICAL ASSISTANCE TO OTHER OFFICE ASSISTANTS AT THIS LOCATION. THIS POSITION REQUIRES THE USE OF A COMPUTER FOR WORD PROCESSING AND DATA INPUT. PERFORMS OTHER DUTIES AS REQUIRED.

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

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EXPERIENCE.

SALARY: PAY GRADE 005 \$18,552.00 - \$34,332.00

DEADLINE: SEPTEMBER 07, 2017

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

PLEASE INCLUDE POSTING NUMBER RS17032 ON APPLICATION