

DATE: OCTOBER 27, 2017
RS17061
PAGE: 1

SECRETARY I
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
ADMINISTRATION SECTION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION AT THE FULL PERFORMANCE LEVEL, WILL PROVIDE CLERICAL AND ADMINISTRATIVE SUPPORT TO THE OPERATIONS MANAGER WITHIN THE ADMINISTRATIVE SERVICES SECTION OF WVDRS. THIS POSITION WILL ASSIST ADMINISTRATIVELY IN AREAS RELATED TO REAL ESTATE, FLEET, INVENTORY, PROCUREMENT AND HEALTH AND SAFETY. IT WILL ASSIST IN REAL ESTATE LEASING, MOVES OR REQUESTS FOR RENOVATIONS, ABILITY TO WORK WITH STATE REAL ESTATE PERSONNEL, LANDLORDS AND CONTRACTORS. IT WILL ASSIST IN THE MANAGEMENT OF WVDRS FLEET OF VEHICLES, PREPARE MONTHLY REPORTS RELATED TO VEHICLE USAGE, FUEL PURCHASES, MAINTENANCE ACTIVITY AND DRIVER SAFETY TRAINING. THIS POSITION WILL ACT AS THE INVENTORY COORDINATOR, A REQUIRED POSITION UNDER THE STATE DIVISION OF PURCHASING PURSUANT TO WV CODE 5A-3-34; COORDINATE THE AGENCY'S INVENTORY AND FIXED ASSETS SYSTEM, INCLUDING THE COLLECTION, STORAGE AND ARCHIVING OF CLIENT CASE FILES AND ACCOUNTING RECORDS. ASSIST IN THE REVIEW AND PURCHASE OF SUPPLIES AND EQUIPMENT VIA REQUISITIONS, PCARD PURCHASING AND RFQS; RECEIPT AND PROCESSING OF INVOICES, DEALING WITH THE AGENCY'S OPERATIONS UNIT. IT WILL ASSIST IN COORDINATING AND RESOLVING STATEWIDE HEALTH AND SAFETY ACTIVITIES AND ISSUES. EXPERIENCE WITH MICROSOFT OFFICE SUITE APPLICATIONS AND OASIS IS REQUIRED. MUST ACT PROFESSIONALLY AND INDEPENDENTLY IN THEIR DAILY DUTIES AND WHILE WORKING WITH AGENCY STAFF AS WELL AS OUTSIDE CONTACTS AND VENDORS. ABILITY TO HANDLE SENSITIVE AND CONFIDENTIAL INFORMATION IN A PROFESSIONAL MANNER, EXERCISING DISCRETION, INDEPENDENT JUDGEMENT. MUST HAVE GOOD ORAL AND WRITTEN COMMUNICATION SKILLS; COMPOSE

DATE: OCTOBER 27, 2017
RS17061
PAGE: 2

CORRESPONDENCE FOR REVIEW AND PROOFREAD VARIOUS DOCUMENTS, COMMUNICATE EFFECTIVELY. PERFORM RELATED WORK AS REQUIRED. THIS POSITION WILL BE HOUSED AT THE DRS OFFICES AT 107 CAPITOL STREET, CHARLESTON, WEST VIRGINIA.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING CLERICAL DUTIES AT THE OFFICE ASSISTANT II LEVEL, INCLUDING TYPING, WHICH MUST HAVE INCLUDED SCREENING AND ROUTING TELEPHONE CALLS AND CORRESPONDENCE, AND COMPOSING ROUTINE CORRESPONDENCE.
SUBSTITUTION: COLLEGE HOURS OR RELATED BUSINESS SCHOOL OR VOCATIONAL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR UP TO TWO YEARS OF THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 008 \$21,504.00 - \$39,792.00

DEADLINE: NOVEMBER 05, 2017

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

PLEASE INCLUDE POSTING NUMBER RS17061 ON APPLICATION