

SECRETARY I
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
HUNTINGTON BRANCH OFFICE
CABELL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE DISTRICT MANAGER, THIS INDIVIDUAL WILL PROVIDE A FULL RANGE OF CLERICAL AND ADMINISTRATIVE SUPPORT TO THE DISTRICT MANAGER. THIS POSITION WILL BE HOUSED IN HUNTINGTON. MUST BE ABLE TO HANDLE SENSITIVE AND CONFIDENTIAL INFORMATION IN A PROFESSIONAL MANNER, MUST HAVE GOOD ORAL AND WRITTEN COMMUNICATION SKILLS, MUST BE ABLE TO COMPOSE AND PROOFREAD CORRESPONDENCE AND DOCUMENTS, MUST BE ABLE TO EXERCISE DISCRETION AND INDEPENDENT JUDGEMENT AND MUST HAVE THE ABILITY TO COMPLETE COMPLEX PROCEDURAL TASKS, MUST ACT PROFESSIONALLY AND INDEPENDENTLY IN COMPLETING DAILY DUTIES AND WHILE WORKING WITH OTHER AGENCY STAFF AS WELL AS OUTSIDE CONTACTS AND VENDORS AND ACT WITH TACT AND DISCRETION, MUST HAVE EXPERIENCE WITH MICROSOFT OFFICE SUITE APPLICATIONS, WILL BE RESPONSIBLE FOR RECEIPT AND PROCESSING OF INVOICES FOR THE DISTRICT CONTRACTS, MUST PREPARE THE APPROPRIATE PAPERWORK NEEDED FOR APPROVALS FOR PURCHASES, MUST HAVE KNOWLEDGE OF THE UTILIZATION OF THE AGENCY PURCHASING CARD AND RECONCILING THE PURCHASE CARD STATEMENT, MUST BE ABLE TO INITIATE YEARLY CONTRACT FOR SERVICES WITHIN THE DISTRICT, WILL BE RESPONSIBLE FOR ENTERING EMPLOYEE TIME IN THE KRONOS SYSTEM, WILL BE RESPONSIBLE FOR ORDERING OFFICE, TESTING AND HOUSEHOLD SUPPLIES, WILL KEEP UPDATED COMPUTER INVENTORY. WILL KEEP UPDATED FILING SYSTEM, AS WELL AS OTHER DUTIES ASSIGNED.

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

DATE: OCTOBER 04, 2017
RS17063
PAGE: 2

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: OCTOBER 13, 2017

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

PLEASE INCLUDE POSTING NUMBER RS17063 ON APPLICATION