

DATE: OCTOBER 27, 2017  
RS17072  
PAGE: 1

SECRETARY II  
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS  
DIVISION OF REHABILITATION SERVICES  
FISCAL AFFAIRS  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION THIS POSITION PROVIDES ADMINISTRATIVE/CLERICAL SUPPORT TO THE CHIEF FINANCIAL OFFICER AND THE FISCAL SERVICES UNIT. SUCCESSFUL CANDIDATE WILL HAVE ACCESS TO CONFIDENTIAL/PRIVILEGED DOCUMENTS AND HIGHLY SENSITIVE INFORMATION AND BE HELD RESPONSIBLE FOR APPROPRIATE HANDLING OF SUCH MATERIAL. DUTIES WILL INCLUDE BUT ARE NOT LIMITED TO: RESPOND TO TELEPHONE AND WRITTEN INQUIRIES THAT REQUIRE CONSIDERABLE KNOWLEDGE OF SECTION POLICY, PROCEDURES AND GUIDELINE; ANSWERS TELEPHONE, SCREEN CALLS, AND PLACES OUTGOING CALLS; SIGN, AS DIRECTED, SUPERVISOR'S NAME TO ROUTINE CORRESPONDENCE, REQUISITIONS AND OTHER DOCUMENTS; ATTEND MEETINGS WITH OR ON BEHALF OF SUPERVISOR TO TAKE NOTES OR DELIVER BASIC INFORMATION; WILL ACT AS THE UNIT'S P-CARD HOLDER; WILL OBSERVE OFFICE PROCEDURES AND RECOMMEND MODIFICATIONS TO IMPROVE PROCESSES; SCHEDULES APPOINTMENTS AND MAKES TRAVEL ARRANGEMENTS AND RESERVATIONS FOR SUPERVISOR; WILL MAINTAIN BOOKKEEPING RECORDS FOR GRANTS, CONTRACTS AND UNIT BUDGET. PROOFREAD CORRESPONDENCE AND VARIOUS DOCUMENTS FOR GRAMMAR AND FORM, COMPLETE TO FINAL FORM; RECEIVES, SORTS AND DISTRIBUTES INCOMING AND OUTGOING MAIL AND ASSURES COMPLIANCE BY UNIT WITH CONFIDENTIALITY AND SECURITY PROCEDURES; ASSISTS, AS NEEDED IN THE PREPARATION OF EXPENSE REPORTS FOR UNIT'S STAFF; MAINTAINS SUPERVISOR'S CALENDAR; RESPONSIBLE FOR MANAGEMENT OF SUPERVISOR'S E-MAIL AND DOCUMENTS; WILL ACT AS UNIT'S TIMEKEEPER IN PREPARING TIMESHEETS AND MAINTAINING CONFIDENTIAL SICK AND ANNUAL LEAVE RECORDS; RESPONSIBLE FOR INVENTORY, WILL OVERSEE ORDERING AND DISTRIBUTION OF OFFICE SUPPLIES; WILL ASSIST, AS NEEDED, IN THE CASE

DATE: OCTOBER 27, 2017  
RS17072  
PAGE: 2

SERVICES AND ADMINISTRATIVE ACCOUNTS PAYABLE SECTION; AND OTHER RELATED WORK AS REQUIRED OR ASSIGNED. MUST GAIN UNDERSTANDING OF AND PROVIDE COORDINATION OF COMPLEX REGULATORY PROCESSES WITH ALL AREAS WITHIN REHABILITATION SERVICES. MUST BE ABLE TO ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH OTHER AGENCY AND STATE EMPLOYEES AS WELL AS OUTSIDE VENDORS. GOOD WORKING KNOWLEDGE OF WVOASIS AND EXCEL IS PREFERRED. EXCELLENT ORAL AND WRITTEN SKILLS ARE NECESSARY.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING CLERICAL DUTIES AT THE OFFICE ASSISTANT III LEVEL, ENCOMPASSING A WIDE RANGE OF OFFICE PRACTICES, WHICH MUST HAVE INCLUDED TYPING, 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 009 \$22,584.00 - \$41,784.00

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 RS17072 ON APPLICATION