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SECRETARY I
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
HUMAN RESOURCES 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 SENIOR MANAGER OF HUMAN RESOURCES. THIS PERSON WILL LOG AND MAINTAIN A RECORD OF ALL DOCUMENTS COMING INTO THE HUMAN RESOURCES UNIT. PREPARES, PROOFREADS, AND EDITS CONFIDENTIAL AS WELL AS ROUTINE CORRESPONDENCE. WILL ARRANGE TIMES AND DATES FOR ALL LEVEL 1 GRIEVANCE HEARINGS AND CONFERENCES AND NOTIFY ALL NECESSARY PARTICIPANTS AS WELL AS TYPING LETTERS FOR GRIEVANCE DECISIONS. WILL FUNCTION AS THE KRONOS TIMEKEEPER FOR HUMAN RESOURCES AS WELL AS 60 TIMEKEEPERS THROUGHOUT THE AGENCY. ALSO, ENTERS TIME IN KRONOS FOR ALL TEMPORARY EMPLOYEES. PREPARES CONTRACTS FOR THE EMPLOYEE ASSISTANCE RESOURCE PROGRAM, LEGAL SERVICES WITH THE ATTORNEY GENERALS OFFICE, HEARINGS RECORDER AND HEARINGS EXAMINER. RECEIVES ALL HUMAN RESOURCES INVOICES AND PROCESSES FOR PAYMENT TO THE FISCAL OFFICE. MAINTAINS ALL HUMAN RESOURCES FILES AND ALL AGENCY LEAVE RECORDS. WILL USE THE STATE PURCHASING CARD (P-CARD) TO ORDER OFFICE SUPPLIES, GIFTS FOR RETIREES, AND REASONABLE ACCOMMODATIONS. MAINTAINS P-CARD RECORDS AND PREPARES MONTHLY REPORT. PREPS AND SCANS CLOSED PERSONNEL FILES. RECEIVES AND SCREENS TELEPHONE CALLS FROM OTHER AGENCY EMPLOYEES AND OUTSIDE SOURCES FOR THE SENIOR MANAGER OF HUMAN RESOURCES. PROVIDES BACK UP ASSISTANCE FOR THE DIRECTOR'S SECRETARY WHEN DEEMED NECESSARY. PERFORMS OTHER RELATED WORK AS REQUIRED OR ASSIGNED, MUST GAIN UNDERSTANDING OF PROCEDURES AND PROCESSES WITHIN REHABILITATION SERVICES, MUST BE ABLE TO ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH OTHER AGENCY STAFF, STATE EMPLOYEES AND OUTSIDE

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CONSTITUENCIES. MUST HAVE STRONG ORAL AND WRITTEN COMMUNICATION SKILLS, GOOD WORKING KNOWLEDGE OF MICROSOFT PROGRAMS, INCLUDING OUTLOOK, EXCEL IS PREFERRED. WORK HOURS ARE MONDAY THROUGH FRIDAY, 8:00 AM TO 4:15 PM OR 8:30 AM TO 4:45 PM.

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 29, 2017

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MR. TERRY W. BLAIR
DIVISION OF REHABILITATION SERVICES
ADMINISTRATIVE OFFICE, 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17078 ON APPLICATION