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OFFICE ASSISTANT III  
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS  
DIVISION OF REHABILITATION SERVICES  
PRINCETON BRANCH OFFICE  
MERCER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: \*\*\*\*\*INTERNAL POSTING ONLY\*\*\*\*\*  
UNDER THE DIRECTION OF BRANCH OFFICE SUPERVISOR,  
THIS INDIVIDUAL PROVIDES ADVANCED LEVEL CLERICAL  
SUPPORT TO THE BRANCH OFFICE SUPERVISOR AND OTHER  
STAFF IN THE OFFICE. THIS POSITION WILL BE HOUSED  
IN PRINCETON. DUTIES INCLUDE, BUT ARE NOT LIMITED  
TO: CLERICAL SUPPORT FOR THE BRANCH OFFICE  
SUPERVISOR, LEAD CLERICAL SUPPORT, DATA INPUT OF  
CASE INFORMATION INTO THE ELECTRONIC CASE  
MANAGEMENT SYSTEM AND OTHER COMPUTER OPERATIONS  
SUCH AS EXPENSE ACCOUNTS, BUDGET REPORTS,  
AUTHORIZATION SPREADSHEETS, LEAVE REPORTS,  
TRAINING REQUESTS/EVALUATIONS, ITINERARIES,  
CORRESPONDENCE AND OTHER INFORMATION AS REQUIRED.  
PREPARES AND PROCESSES CASE SERVICE AUTHORIZATION  
AND INVOICES AND MAINTAINS BUDGET RECORDS FOR  
TERRITORIES IN THE OFFICE. MAINTAINS CURRENT  
INVENTORY OF OFFICE SUPPLIES AND PREPARES AND  
PROCESSES REQUISITIONS FOR OFFICE SUPPLIES AND  
RENT, RECONCILES INVOICES FOR PAYMENT OF SUPPLIES,  
ETC. RECEIVES TELEPHONE CALLS, PERFORMS  
RECEPTIONIST DUTIES FOR THE BRANCH OFFICE, AND  
OPENS AND DISTRIBUTES INCOMING MAIL. ANSWERS  
ROUTINE INQUIRIES, AND ROUTES TECHNICAL INQUIRIES  
TO THE PROPER PERSON. COLLECTS AND PREPARES  
OPERATING REPORTS SUCH AS ATTENDANCE RECORDS,  
BUDGET REPORTS, CUMULATIVE WORKLOAD REPORTS,  
MONTHLY REPORTS, AND CALENDARS FOR THE OFFICE.  
WILL BE RESPONSIBLE FOR ENTERING EMPLOYEE TIME IN  
THE KRONOS SYSTEM. THIS POSITION REQUIRIES THE  
KNOWLEDGE IN THE USE OF A COMPUTER FOR WORD  
PROCESSING. PERFORMS OTHER WORK RELATED TO DUTIES  
AS ASSIGNED AND/OR REQUESTED.  
\*THIS POSITION IS TO BE FILLED BY PROMOTION FROM  
WITHIN THE DRS.. NO OTHER OR OUTSIDE APPLICANTS

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WILL BE ACCEPTED\*

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL  
OR THE EQUIVALENT.  
EXPERIENCE: FOUR (4) YEARS OF FULL-TIME OR  
EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING  
ROUTINE OFFICE WORK.  
SUBSTITUTION: COLLEGE HOURS, RELATED BUSINESS  
SCHOOL, OR VOCATIONAL TRAINING MAY BE SUBSTITUTED  
THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED  
EXPERIENCE.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DEADLINE: JANUARY 17, 2018

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 RS17082 ON APPLICATION