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SECRETARY II
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: THE PERSON SELECTED WILL PERFORM HIGH LEVEL SECRETARIAL AND ADMINISTRATIVE SUPPORT TO THE ASSISTANT DIRECTOR, ADMINISTRATIVE SERVICES, OTHER MEMBERS OF THE DRS EXECUTIVE MANAGEMENT TEAM, AS WELL AS MEMBERS OF THE ADMINISTRATIVE SERVICES SECTIONS (PROCUREMENT, OPERATIONS AND INFORMATION TECHNOLOGY). THE INDIVIDUAL WILL BE EXPECTED TO ACT PROFESSIONALLY AND INDEPENDENTLY IN THEIR VARIOUS DAILY DUTIES, WHILE WORKING WITH AGENCY STAFF, AS WELL AS OUTSIDE CONTACTS AND VENDORS. INDIVIDUAL WILL MAINTAIN SCHEDULE FOR ASSISTANT DIRECTOR. INDIVIDUAL MUST BE HIGHLY ORGANIZED, EXERCISE CONSIDERABLE INDEPENDENT JUDGEMENT, AND HAVE THE ABILITY TO HANDLE SENSITIVE AND CONFIDENTIAL INFORMATION IN A PROFESSIONAL MANNER. INDIVIDUAL MUST HAVE HIGH LEVEL GRAMMAR SKILLS, THE ABILITY TO INDEPENDENTLY AUTHOR LETTERS AND REPORTS, UTILIZE KNOWLEDGE OF AGENCY ACTIVITIES IN ORDER TO DEVELOP PROCESSES THAT ALLOW IMPLEMENTATION OF DIRECTED ACTIVITIES, AS WELL AS ANSWER QUESTIONS RELATED TO PROGRAM ACTIVITIES. INDIVIDUAL WILL MAKE TRAVEL ARRANGEMENTS, RECEIVE AND SCREEN TELEPHONE INQUIRES, REVIEW OFFICE PROCEDURES AND MAKE SUGGESTIONS FOR IMPROVEMENT, ASSIST STAFF IN SUB UNITS WITH PREPARATION OF VARIOUS STATISTICAL REPORTS. ASSIST IN THE REVIEW AND PURCHASE OF SUPPLIES AND EQUIPMENT VIA REQUISITIONS,PCARD PURCHASING, RFQ. PROCESS EXPENSE REPORTS, ANSWER VARIOUS CORRESPONDENCE. MAINTAIN TRAINING AND BUDGET REPORTS. COMPOSE CORRESPONDENCE AND PROOFREAD VARIOUS DOCUMENTS. ACT WITH TACT AND DISCRETION. ACT AS TIMEKEEPER. PROVIDE EXPERIENCE AND KNOWLEDGE IN UTILIZING PURCHASING CARD, RECONCILING PURCHASING CARD STATEMENTS. EXPERIENCE WITH MICROSOFT OFFICE

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SUITE APPLICATIONS IS REQUIRED. EXPERIENCE WITH STATE OASIS AND KRONOS SYSTEMS IS PREFERRED. PERFORM OTHER RELATED WORK AS REQUIRED.

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: JANUARY 25, 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 RS1801 ON APPLICATION