

DATE: FEBRUARY 12, 2018

RS1808

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ADMINISTRATIVE SERVICES ASSISTANT I
CLASSIFIED POSITION VACANCIES 001

LOCATION:

EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
DDS CHARLESTON OFFICE
KANAWHA

SCHEDULE:

DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE:

1.00

DUTIES:

CHARLESTON DISABILITY DETERMINATION SERVICES IS RECRUITING TO FILL THE ADMINISTRATIVE SERVICES ASSISTANT I POSITION. UNDER ADMINISTRATIVE DIRECTION, PERFORMS COMPLEX ADMINISTRATIVE FUNCTIONS PROVIDING FISCAL SUPPORT TO THE DDS REHABILITATION SERVICES MANAGER II. RESPONSIBILITIES INCLUDE DEVELOPMENT AND IMPLEMENTATION OF PROCEDURES TO RESOLVE FISCAL BUSINESS PROCESS ISSUES THAT IMPROVE FISCAL ADMINISTRATIVE SERVICES; PREPARATION OF MONTHLY FEDERAL REPORTING UNDER EXTENSIVE FEDERAL OVERSIGHT BY THE SSA; PROVIDES ASSISTANCE IN THE PREPARATION OF THE FEDERAL ANNUAL BUDGET, SPENDING PLANS AND DE-OBLIGATIONS; AUTHORIZED TO PREPARE COMPLEX PURCHASE ORDERS, CHANGE ORDERS AND PERFORM VARIOUS CONTRACTUAL PROCUREMENT FUNCTIONS FOR THE DDS AND ENSURES ADHERENCE TO THE CONTRACTUAL REQUIREMENTS; AUTHORITY TO UTILIZE A PURCHASING CARD; MAINTAINS ALL FEDERAL RECORDS INCLUDING MONTHLY, QUARTERLY AND ANNUAL REPORTS AND FINANCIAL STATEMENTS; PROVIDES TECHNICAL ASSISTANCE TO THE CHIEF FINANCIAL OFFICER REGARDING STATE ACCOUNTS PAYABLE POLICIES AND PROCEDURES PERTAINING TO THE SSA PROGRAM; CASH MANAGEMENT OF THE ADMINISTRATIVE OBLIGATIONS AND EXPENDITURES WITH REGARD TO THE SSA PROGRAM; ANALYZES AGENCY FINANCIAL RECORDS FOR COMPLETENESS AND ACCURACY TO DETERMINE COMPLIANCE WITH THE STATE AND FEDERAL BUDGET AS WELL AS COMPLIANCE UNDER GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). REQUIRES KNOWLEDGE OF GAAP AND AUDITING PRINCIPLES AND PRACTICES. WILL REPRESENT THE REHABILITATION SERVICES MANAGER II WHEN UNAVAILABLE AND WILL SERVE AS AN ALTERNATE CONTACT FOR GOVERNMENT PARTNERS AND NON-GOVERNMENT

CUSTOMERS. MUST BE ABLE TO COMMUNICATE IDEAS AND POLICIES VERBALLY AND IN WRITING. MUST HAVE THE ABILITY TO EVALUATE AND ANALYZE OPERATIONAL SITUATIONS AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH OTHER EMPLOYEES, GOVERNMENT OFFICIALS INCLUDING THE STATE AUDITOR'S OFFICE, STATE TREASURER'S OFFICE AND VENDORS. MUST BE PROFICIENT ON MICROSOFT, EXCEL AND OASIS. THE COMPLEXITY OF THE NATURE OF WORK PERFORMED BY THE AGENCY FOR THE ADJUDICATION OF DISABILITY CASES AT TIMES OFTEN UNDER VERY TIGHT TIME FRAMES DUE TO THE NATURE OF EXECUTING THE FEDERAL PROGRAM OF THE SSA REQUIRE TECHNICAL EXPERTISE TO ENSURE THE ACCURATE AND COMPLIANT EXPENDITURE AND REPORTING OF ADMINISTRATIVE FUNDS IN ACCORDANCE WITH STATE LAWS, RULES AND REGULATIONS AND FEDERAL REGULATIONS OUTLINED IN OMB CIRCULAR A-87 AND THE SSA. PERFORMS RELATED WORK AS REQUIRED. *THIS POSITION IS PROMOTIONAL ONLY AND WILL BE FILLED FROM WITHIN DDS. NO OTHER APPLICANTS WILL BE ACCEPTED.*

"AS A CONDITION OF EMPLOYMENT, AN INQUIRY INTO JOB-RELATED INFORMATION WILL BE COMPLETED AND MAY INCLUDE, BUT IS NOT LIMITED TO: CRIMINAL CONVICTIONS AND ABUSE REGISTRY, DRIVING RECORD, EMPLOYMENT HISTORY, AND/OR EDUCATION AND TRAINING. THE INFORMATION WILL BE SHARED WITH THE WEST VIRGINIA DIVISION OF PERSONNEL AND THE EMPLOYING AGENCY ON A NEED-TO-KNOW BASIS. FAILING TO COOPERATE WITH THIS PROCESS, PROVIDING FALSE OR INCOMPLETE INFORMATION, AND/OR DISCOVERY OF DISQUALIFYING INFORMATION MAY RESULT IN DENIAL OF OR DISMISSAL FROM EMPLOYMENT IRRESPECTIVE OF WHEN DISCOVERED."

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY. PREFERENCE MAY BE GIVEN TO CANDIDATES WITH A MAJOR IN THE AREA OF PUBLIC OR BUSINESS ADMINISTRATION, ACCOUNTING, INDUSTRIAL RELATIONS, COMMUNICATIONS OR RELATED FIELD. SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED TRAINING.

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EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT
PART-TIME PAID EMPLOYMENT IN A TECHNICAL OR
ADVANCED CLERICAL POSITION PROVIDING
ADMINISTRATIVE SERVICES SUCH AS ACCOUNTING,
BUDGETING, PROJECT MONITORING AND REPORTING,
PERSONNEL, OR PROCUREMENT AND PROPERTY
EXPERIENCE.

MUST HAVE BEEN AT THE OFFICE ASSISTANT III OR
ACCOUNTING TECHNICIAN III LEVEL OR HIGHER.

SUBSTITUTION: SUCCESSFUL COMPLETION OF GRADUATE
STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY IN
ONE OF THE ABOVE FIELDS MAY BE SUBSTITUTED FOR THE
REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DEADLINE: FEBRUARY 21, 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 RS1808 ON APPLICATION