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ADMINISTRATIVE SERVICES ASSISTANT 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 THE GENERAL SUPERVISION OF THE SENIOR  
MANAGER AND SUPERVISOR OF HUMAN RESOURCES, THIS  
EMPLOYEE PERFORMS ADMINISTRATIVE WORK IN PROVIDING  
ASSISTANCE TO AND PREPARING A WEEKLY VACANCY  
REPORT FOR THE SENIOR MANAGER, HUMAN RESOURCES AND  
MAY BE ASSIGNED TO DO OTHER SPECIAL REPORTS ON AN  
AS NEEDED BASIS. DUTIES INCLUDE, BUT ARE NOT  
LIMITED TO: PREPARE ESMT TRANSACTIONS IN OASIS FOR  
NEW HIRES, TRANSFERS, LATERAL CLASS CHANGES,  
PROMOTIONS, UNIT CODE CHANGES, AND OTHER  
TRANSACTIONS AS REQUIRED. PREPARE CONFIRMATION  
LETTERS FOR DIRECTOR'S SIGNATURE FOR APPROVED  
PERSONNEL TRANSACTIONS AND NEW HIRES. UPDATE,  
MAINTAIN, AND VALIDATE AGENCY PERSONNEL SERVICES  
EXPENDITURE SCHEDULE AND MONITOR FUNDING. TYPE  
LETTERS FOR EXISTING EMPLOYEES WHO NEED A NEW  
BADGE FROM THE DEPARTMENT OF MOTOR VEHICLES. ALSO,  
SEND IN REQUESTS TO THE DEPARTMENT OF MOTOR  
VEHICLES FOR NEW EMPLOYEE BADGES AND TYPE LETTERS  
FOR EMPLOYEES TO TAKE WITH THEM TO GET THEIR ID  
BADGES MADE. THEY ARE ALSO RESPONSIBLE FOR  
NOTIFYING DEPARTMENT OF MOTOR VEHICLES TO HAVE ID  
BADGES DEACTIVATED WHEN AN EMPLOYEE SEPARATES FROM  
EMPLOYMENT. THIS PERSON WILL BE RESPONSIBLE FOR  
THE ON-LINE TYPING AND SUBMISSION OF ALL JOB  
VACANCY POSTINGS. PREPARE COVER MEMOS AND MAKE  
COPIES OF APPLICATIONS TO BE SENT TO THE MANAGERS  
AND SUPERVISORS TO SET UP INTERVIEWS. ORDER  
REGISTERS AND REQUEST SPECIAL PUBLIC SERVICE  
ANNOUNCEMENTS WHEN THERE ARE NO NAMES ON THE  
REGISTER. ASSISTS WITH OTHER HUMAN RESOURCES  
FUNCTIONS AS DEEMED NECESSARY BY THE SENIOR  
MANAGER OR SUPERVISOR OF HUMAN RESOURCES.  
"PREFERENCE MAY BE GIVEN TO APPLICANTS WHICH HAVE  
A DEGREE IN HUMAN RESOURCES, INDUSTRIAL RELATIONS,

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OR BUSINESS."

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. 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: MAY 26, 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 RS1819 ON APPLICATION