

DATE: OCTOBER 05, 2018
RS1915
PAGE: 1

OFFICE ASSISTANT II
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF COMMERCE
DIVISION OF REHABILITATION SERVICES
DDS CHARLESTON OFFICE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THE DISABILITY DETERMINATION SECTION IS RECRUITING FOR TWO OFFICE ASSISTANT IIS IN THE CHARLESTON DDS OFFICE. UNDER GENERAL SUPERVISION, THE INDIVIDUAL WILL PERFORM FULL PERFORMANCE LEVEL WORK IN MULTIPLE-STEP CLERICAL TASKS. THE INDIVIDUAL SELECTED FOR THIS POSITION WILL PERFORM OTHER OFFICE DUTIES AS ASSIGNED. WILL ANSWER MULTI-LINE TELEPHONE, SCREEN CALLS, GREET AND CHECK-IN VISITORS, SORT AND DISTRIBUTE INCOMING AND OUTGOING MAIL. TASKS MAY INCLUDE POSTING INFORMATION IN ELECTRONIC FILES AND CHECKING FOR COMPLETENESS. MAY USE A STANDARD SET OF COMMANDS SCREENS, AND MENUS, TO ENTER, ACCESS AND UPDATE OR MANIPULATE DATA. SHOULD BE ABLE TO OPERATE STANDARD OFFICE EQUIPMENT, SUCH AS ADDING MACHINE, CALCULATOR, COPYING MACHINE OR OTHER MACHINES REQUIRING NO SPECIAL, PREVIOUS TRAINING. MUST HAVE GENERAL KNOWLEDGE OF OFFICE PROCEDURES AND METHODS. "AS A CONDITION OF EMPLOYMENT, AN INQUIRY INTO JOB RELATED INFORMATION WILL BE COMPLETED, WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, CRIMINAL CONVICTIONS AND ABUSE REGISTRY, DRIVING RECORD, EMPLOYMENT HISTORY, AND/OR EDUCATION AND TRAINING. THIS 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 A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT

DATE: OCTOBER 05, 2018
RS1915
PAGE: 2

PART-TIME PAID EXPERIENCE IN 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 005 \$18,552.00 - \$34,332.00

DEADLINE: OCTOBER 15, 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 RS1915 ON APPLICATION