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SECRETARY I  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF COMMERCE  
DIVISION OF REHABILITATION SERVICES  
MARTINSBURG DISTRICT OFFICE  
BERKELEY

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECT SUPERVISION OF THE DISTRICT MANAGER, THIS INDIVIDUAL WILL PROVIDE A FULL RANGE OF CLERICAL AND ADMINISTRATIVE SUPPORT TO THE DISTRICT MANAGER. THIS POSITION WILL BE HOUSED IN THE MARTINSBURG OFFICE. CANDIDATE MUST BE ABLE TO HANDLE SENSITIVE AND CONFIDENTIAL INFORMATION IN A PROFESSIONAL MANNER, MUST HAVE GOOD ORAL AND WRITTEN COMMUNICATIONS SKILLS, MUST BE ABLE TO COMPOSE AND PROOFREAD CORRESPONDENCE AND DOCUMENTS, MUST BE ABLE TO EXERCISE DISCRETION AND INDEPENDENT JUDGEMENT AND MUST HAVE THE ABILITY TO COMPLETE COMPLEX PROCEDURAL TASKS, MUST ACT PROFESSIONALLY AND INDEPENDENTLY IN COMPLETING DAILY DUTIES AND WHILE WORKING WITH OTHER AGENCY STAFF AS WELL AS OUTSIDE CONTACTS AND VENDORS AND ACT WITH TACT AND DISCRETION, MUST HAVE EXPERIENCE WITH MICROSOFT OFFICE SUITE APPLICATIONS, WILL BE RESPONSIBLE FOR RECEIPT AND PROCESSING OF INVOICES FOR THE DISTRICT CONTRACTS, MUST PREPARE THE APPROPRIATE PAPERWORK NEEDED FOR APPROVALS FOR PURCHASES, MUST HAVE KNOWLEDGE OF THE UTILIZATION OF THE AGENCY PURCHASING CARD AND RECONCILING THE PURCHASE CARD STATEMENT, MUST BE ABLE TO INITIATE YEARLY CONTRACTS FOR SERVICES WITHIN THE DISTRICT, WILL BE RESPONSIBLE FOR ENTERING EMPLOYEE TIME IN THE KRONOS SYSTEM, WILL BE RESPONSIBLE FOR ORDERING OFFICE, TESTING AND HOUSEHOLD SUPPLIES, WILL KEEP UPDATED COMPUTER INVENTORY. WILL KEEP UPDATED FILING SYSTEM, AS WELL AS OTHER DUTIES AS ASSIGNED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING CLERICAL

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DUTIES AT THE OFFICE ASSISTANT II LEVEL, INCLUDING TYPING, WHICH MUST HAVE INCLUDED 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 008 \$21,504.00 - \$39,792.00

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 RS1916 ON APPLICATION