DATE: FEBRUARY 21, 2020
RS2032
PAGE: 1

OFFICE ASSISTANT II
CLASSIFIED POSITION VACANCIES 001

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 ONE OFFICE ASSISTANT II 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 a 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 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 $20,036.04 - $37,065.96

DEADLINE: MARCH 02, 2020

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 RS2032 ON APPLICATION