DATE: FEBRUARY 21, 2020
RS2034
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OFFICE ASSISTANT III
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: UNDER GENERAL SUPERVISION WILL PERFORM ADVANCED LEVEL WORK RECEIVING CASES FROM SOCIAL SECURITY ADMINISTRATION AND ASSIGNING THEM TO DISABILITY EXAMINERS IN A TIMELY MANNER. DISPATCH CASES AND ENSURE THEY ARE PROPERLY COMPLETED WITH DECISION FORMS AND NOTICES AND ARE ROUTED TO APPROPRIATE LOCATIONS. SCHEDULES DISABILITY APPLICANTS FOR CONSULTATIVE EVALUATIONS. PERFORMS OTHER OFFICE DUTIES AS REQUIRED. THIS INDIVIDUAL WILL SERVE AS LEAD WORKER FOR OTHER CLERICAL POSITIONS.
*THIS POSITION WILL BE FILLED ONLY BY PROMOTION FROM WITHIN THE DDS.*

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FOUR (4) YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING 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 007 $21,699.96 - $40,145.04

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 RS2034 ON APPLICATION