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SECRETARY I
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION 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 CHARLESTON. MUST BE ABLE TO HANDLE SENSITIVE AND CONFIDENTIAL INFORMATION IN A PROFESSIONAL MANNER, HAVE GOOD ORAL AND WRITTEN COMMUNICATION SKILLS, AND BE ABLE TO COMPOSE AND PROOFREAD CORRESPONDENCE AND DOCUMENTS. MUST BE ABLE TO EXERCISE DISCRETION AND USE INDEPENDENT JUDGEMENT AND BE ABLE 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 WHILE ACTING 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 AND 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 AND ORDERING TESTING AND HOUSEHOLD SUPPLIES. WILL KEEP UPDATED COMPUTER INVENTORY AND FILING SYSTEM. PERFORMS OTHER RELATED DUTIES AS ASSIGNED.

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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 DUTIES AT THE OFFICE ASSISTANT II LEVEL, INCLUDING

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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 \$22,794.00 - \$42,168.00

DEADLINE: MAY 31, 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 RS2042 ON APPLICATION