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OFFICE ASSISTANT III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DIVISION OF REHABILITATION SERVICES
DEPARTMENT OF COMMERCE
LEWISBURG BRANCH OFFICE
GREENBRIER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 0.00

DUTIES: UNDER THE DIRECTION OF THE BRANCH OFFICE SUPERVISOR, THIS INDIVIDUAL PROVIDES ADVANCED LEVEL CLERICAL SUPPORT TO THE BRANCH OFFICE SUPERVISOR AND OTHER STAFF IN THE OFFICE. THIS POSITION WILL BE HOUSED IN THE LEWISBURG WVDRS OFFICE. DUTIES INCLUDE, BUT ARE NOT LIMITED TO: CLERICAL SUPPORT FOR THE BRANCH OFFICE SUPERVISOR, LEAD CLERICAL SUPPORT, DATA INPUT OF CASE INFORMATION INTO THE ELECTRONIC CASE MANAGEMENT SYSTEM AND OTHER COMPUTER OPERATIONS SUCH AS EXPENSE ACCOUNTS, BUDGET REPORTS, AUTHORIZATION SPREADSHEETS, LEAVE REPORTS TRAINING REQUESTS/EVALUATIONS, ITENERARIES, CORRESPONDENCE AND OTHER INFORMATION AS REQUIRED. PREPARES AND PROCESSES CASE SERVICE AUTHORIZATION AND INVOICES AND MAINTAINS BUDGET RECORDS FOR FOR TERRITORIES IN THE OFFICE. MAINTAINS CURRENT INVENTORY OF OFFICE SUPPLIES AND PREPARES REQUISITIONS FOR OFFICE SUPPLIES AND RENT, RECONCILES INVOICES FOR PAYMENT OF SUPPLIES, ETC. RECEIVES TELEPHONE CALLS, PERFORMS RECEPTIONIST DUTIES FOR THE BRANCH OFFICE, AND OPENS AND DISTRIBUTES INCOMING MAIL. ANSWER ROUTINE INQUIRES AND ROUTES TECHNICAL INQUIRIES TO THE PROPER PERSON. COLLECTS AND PREPARES OPERATING REPORTS SUCH AS ATTENDANCE RECORDS, BUDGET REPORTS, CUMULATIVE WORKLOAD REPORTS, MONTHLY REPORTS AND CALENDARS FOR THE OFFICE. WILL BE RESPONSIBLE FOR ENTERING EMPLOYEES TIME IN THE KRONOS SYSTEM. THIS POSITION REQUIRES KNOWLEDGE IN THE USE OF A A COMPUTER FOR WORD PROCESSING. PERFORMS OTHER WORK RELATED DUTIES AS ASSIGNED AND/OR REQUIRED.
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REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL

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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: JULY 25, 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 RS2054 ON APPLICATION