

DATE: JULY 21, 2020
RS2057
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OFFICE ASSISTANT III
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE GENERAL DIRECTION OF THE BRANCH OFFICE SUPERVISOR, THE INDIVIDUAL WILL PROVIDE GENERAL CLERICAL SUPPORT FOR FULL-TIME COUNSELOR TERRITORIES, INCLUDING ENTRIES INTO THE ELECTRONIC CASE MANAGEMENT SYSTEM. DUTIES INCLUDE, BUT ARE NOT LIMITED TO: SHARING IN SWITCHBOARD DUTIES, TYPING DOCUMENTS AND LETTERS, DATA ENTRY, TRANSCRIBING INFORMATION, FILING, RECEIVING PHONE CALLS, PROVIDING GENERAL INFORMATION, TAKING MESSAGES, AND PERFORMING TIME KEEPING DUTIES IN KRONOS. THIS POSITION WILL SET UP AND MAINTAIN CASE FILES, COMPOSE ROUTINE LETTERS, SCHEDULE APPOINTMENTS, COPY MATERIALS, PROOFREAD WORK FOR ACCURACY, SET UP SPREADSHEETS, KEEP BUDGET AND COUNSELOR BUDGET INFORMATION, AND GENERATE AND PROCESS AUTHORIZATIONS. MAY PROVIDE BACKUP CLERICAL ASSISTANCE TO OTHER OFFICE ASSISTANTS, AS WELL AS SORT AND DISTRIBUTE MAIL. THIS POSITION REQUIRES KNOWLEDGE IN THE USE OF A COMPUTER FOR WORD PROCESSING AND DATA INPUT. PERFORMS OTHER DUTIES AS ASSIGNED AND/OR REQUESTED.
0932P00209

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

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DEADLINE: JULY 30, 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 RS2057 ON APPLICATION