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RS2078
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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.
AS A CONDITION OF EMPLOYMENT, AN INQUIRY INTO JOB-RELATED INFORMATION WILL BE COMPLETED AND MAY INCLUDE, BUT IS NOT LIMITED TO: CRIMINAL CONVICTIONS AND ABUSE REGISTRY, DRIVING RECORD, EMPLOYMENT HISTORY AND/OR EDUCATION AND TRAINING. THE 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 OR DISMISSAL FROM EMPLOYMENT IRRESPECTIVE OF WHEN DISCOVERED.

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.

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SALARY: PAY GRADE 007 \$21,699.96 - \$40,145.04

DEADLINE: OCTOBER 03, 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 RS2078 ON APPLICATION