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OFFICE ASSISTANT III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF COMMERCE
DIVISION OF REHABILITATION SERVICES
MARTINSBURG DISTRICT OFFICE
BERKELEY

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE BRANCH OFFICE MANAGER, THIS INDIVIDUAL PROVIDES ADVANCED LEVEL CLERICAL SUPPORT TO THE MARTINSBURG BRANCH OFFICE. DUTIES WILL INCLUDE, BUT ARE NOT LIMITED TO: PROVIDING NECESSARY ACCOMODATIONS TO THE BRANCH OFFICE MANAGER, ASSIST WITH THE COMPILATION OF STATISTICAL REPORTS, ASSIST THE BRANCH OFFICE MANAGER WITH TRACKING OF DATA LISTS AND OTHER CASEWORK REPORTS. 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, ITINERARIES, CORRESPONDENCE, AND OTHER INFORMATION AS REQUIRED. PREPARES AND PROCESSES CASE AND SERVICE AUTHORIZATION AND INVOICES AND MAINTAINS BUDGET RECORDS FOR TERRITORIES IN THE OFFICE. MAINTAINS CURRENT INVENTORY OF OFFICE SUPPLIES AND PREPARES AND PROCESSES REQUISITIONS FOR OFFICE SUPPLIES AND RENT. RECONCILES INVOICES FOR PAYMENT OF SUPPLIES, ETC. RECEIVES TELEPHONE CALLS, AND OPENS AND DISTRIBUTES INCOMING MAIL. ANSWERS ROUTINE INQUIRIES AND ROUTES TECHNICAL INQUIRIES TO THE PROPER PERSON. COLLECTS AND PREPARES OPERATING REPORTS, CUMULATIVE WORKLOAD REPORTS, MONTHLY REPORTS AND CALENDARS FOR THE OFFICE. APPLICANT MAY BE RESPONSIBLE FOR ENTERING EMPLOYEE TIME IN THE LEAVE SYSTEM. ASSISTING WITH THE DEVELOPMENT AND IMPLEMENTATION AND MONITORING OF THE FIELD SERVICES PROGRAM WITHIN THE MARTINSBURG BRANCH OFFICE, INCLUDING ASSISTING IN PERIODIC CASEWORK REVIEWS, COMPLETION OF FORMS AND READING CASE REVIEWS, AND OTHER INFORMATION TO THE BRANCH OFFICE SUPERVISOR. THIS INDIVIDUAL WILL BE

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RESPONSIBLE FOR ACQUIRING PROFICIENCY WITH TECHNOLOGY THAT ASSIST BLIND AND VISUALLY IMPAIRED INDIVIDUALS, UNDERSTANDING AND PROVIDING SERVICES AS A SIGHTED GUIDE AND ACQUIRING BASIC UNDERSTANDING OF VISUAL IMPAIRMENTS. THIS INDIVIDUAL WILL BE REQUIRED TO LEARN HOW TO TRANSFER PRINTED MATERIALS INTO THE BRAILLE PRINTER IN A FORMAT TO ALLOW FOR PROFESSIONAL BRAILLING, INCUMBENT WILL PROVIDE CLERICAL AND ADMINISTRATIVE SUPPORT AS NECESSARY. THIS POSITION REQUIRES KNOWLEDGE IN THE USE OF A COMPUTER FOR WORD PROCESSING. APPLICANT MUST BE PROFICIENT IN MICROSOFT OFFICE PROGRAMS. TRAVEL THROUGHOUT THE ASSIGNED AREA IS REQUIRED. A VALID DRIVER'S LICENSE AND RELIABLE TRANSPORTATION IS REQUIRED. PRIMARY LOCATIONS WILL BE MARTINSBURG BRANCH OFFICE. MAY TRAVEL THROUGHOUT THE DISTRICT AS NEEDED. PERFORMS OTHER WORK RELATED DUTIES AS ASSIGNED.

POSITION # 0932P00612

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: NOVEMBER 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 RS2081 ON APPLICATION