

DATE: OCTOBER 23, 2020
RS2084
PAGE: 1

SECRETARY I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF COMMERCE
DIVISION OF REHABILITATION SERVICES
HUNTINGTON DISTRICT OFFICE
CABELL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECT SUPERVISION 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 HUNTINGTON. MUST BE ABLE TO HANDLE
SENSITIVE AND CONFIDENTIAL INFORMATION IN A
PROFESSIONAL MANNER, MUST HAVE GOOD ORAL AND
WRITTEN COMMUNICATION SKILLS, MUST BE ABLE TO
COMPOSE AND PROOFREAD CORRESPONDENCE AND
DOCUMENTS. MUST BE ABLE TO EXERCISE DISCRETION AND
INDEPENDENT JUDGEMENT AND MUST HAVE THE ABILITY 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.
MUST HAVE EXPERIENCE WITH MICROSOFT OFFICE SUITE
APPLICATIONS. WILL BE RESPONSIBLE FOR RECEIPT AND
PROCESSING OF INVOICES FOR THE DISTRICT CONTRACTS.
MUST PREPARE THE APPROPRIATE PAPERWORK NEEDED FOR
THE APPROVAL OF 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. WILL
BE RESPONSIBLE FOR ORDERING OFFICE, TESTING, AND
HOUSEHOLD SUPPLIES. WILL KEEP AN UPDATED
COMPUTER INVENTORY. WILL KEEP AN UPDATED FILING
SYSTEM, AS WELL AS OTHER DUTIES AS ASSIGNED.
POSITION NUMBER 0932P00165

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

DATE: OCTOBER 23, 2020
RS2084
PAGE: 2

DUTIES AT THE OFFICE ASSISTANT II LEVEL, INCLUDING 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: NOVEMBER 01, 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 RS2084 ON APPLICATION