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EXECUTIVE SECRETARY
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
DIRECTOR'S OFFICE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER LIMITED SUPERVISION, WILL PERFORM HIGHLY RESPONSIBLE ADVANCED LEVEL ADMINISTRATIVE SUPPORT WORK FOR THE AGENCY DIRECTOR, DUTIES INCLUDE, BUT ARE NOT LIMITED TO: PERFORMING A VARIETY OF ADMINISTRATIVE TASKS WITH PRIMARY EMPHASIS ON RELIEVING THE DIRECTOR OF ADMINISTRATIVE DETAIL INCLUDING ORGANIZING APPOINTMENT CALENDAR; SCREENING VISITORS AND TELEPHONE CALLS; MAKING TRAVEL ARRANGEMENTS; ANSWERING ROUTINE CORRESPONDENCE; PROOFREADING ALL CORRESPONDENCE FOR DIRECTOR'S SIGNATURE FOR ACCURACY OF CONTENT AND FORM AND RESEARCHING REQUESTS FOR INFORMATION; TAKING DICTATION OF A CONFIDENTIAL AND TECHNICAL NATURE FROM DIRECTOR OR TRANSCRIBING FROM MACHINE DICTATION; MAINTAINING FOLLOW-UP SYSTEM ON ALL CORRESPONDENCE ASSIGNED TO OTHER STAFF FOR ACTION AS WELL AS CORRESPONDENCE AND TELEPHONE INQUIRIES FROM CONGRESSMEN, LEGISLATORS, GOVERNOR'S OFFICE, PERSONS WITH DISABILITIES, AND THE GENERAL PUBLIC RELATED TO REHABILITATION SERVICES FOR SPECIFIC PERSONS; ESTABLISHING AND MAINTAINING RECORDS MANAGEMENT SYSTEM FOR DIRECTOR'S OFFICE WHICH INVOLVES FIVE-YEAR RECORD RETENTION SCHEDULE AND TRANSFER OF APPROPRIATE RECORDS TO DEPARTMENT OF ARCHIVES AND HISTORY; ASSURING THAT PROPER SECURITY MEASURES ARE FOLLOWED CONCERNING CONFIDENTIAL FILES; SUPERVISING WORK OF BOTH RIGID AND MOVING DEADLINES. THIS POSITION REQUIRES THE INDIVIDUAL TO BE HIGHLY ORGANIZED, TO BE A SELF-STARTER, TO EXERCISE INDEPENDENT JUDGEMENT AND RESPONSIBILITY FOR MAKING LIMITED POLICY INTERPRETATIONS IN DEALING WITH THE PUBLIC AND ACTING WITH AUTHORITY ON OFFICE MANAGEMENT AND ADMINISTRATIVE FUNCTIONS IN THE ABSENCE OF THE DIRECTOR, AND BE WILLING

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TO COME EARLY OR STAY LATE TO GET THE JOB
ACCOMPLISHED. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR
HIGH SCHOOL OR EQUIVALENT.
EXPERIENCE: SIX YEARS OF FULL-TIME OR EQUIVALENT
PART-TIME PAID SECRETARIAL EXPERIENCE, TWO YEARS
OF WHICH MUST HAVE INCLUDED ADMINISTRATIVE
SUPPORT OR COMPLEX CLERICAL DUTIES.
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN
ACCREDITED COLLEGE OR UNIVERSITY OR RELATED
BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE
SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE
REQUIRED EXPERIENCE OUTSIDE THE AREA OF
ASSIGNMENT.

SALARY: PAY GRADE 013 \$27,732.00 - \$51,312.00

DEADLINE: SEPTEMBER 07, 2017

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MR. AARON JOHNSON
REHAB SERVICES 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17044 ON APPLICATION