

HR Administrative Assistant

BSSN094

Wood/Wirt Counties

\$34,500 - \$57,500

General Description:

Under close supervision, performs paraprofessional duties associated with Human resources and/or payroll functions. Reviews forms and documents for compliance with established rules, regulations, and guidelines and recommends and/or takes corrective action necessary to ensure compliance. Work is generally reviewed for conformance and consistency with practice and policy. Assists professional staff by researching, collecting, and compiling information/data within defined criteria. Relieves supervisor of clerical and minor administration duties, exercising discretion and independent judgment. Necessity for dictation, familiarity with Word processors, and other special requirements vary depending upon supervisor's preference. Performs related work as required. Mandatory overtime may be required for this position.

Position Number: 0511P04644

DHHR's EEOP UTILIZATION REPORT MAY BE FOUND AT:

[HTTP://WWW.DHHR.WV.GOV/VIP/PAGES/WELCOME.ASPX](http://www.dhhr.wv.gov/vip/pages/welcome.aspx)

#DoHSJobs

Minimum Qualifications

Education:	High school diploma or the equivalent.
Experience:	One (1) year of full-time or equivalent part-time experience performing clerical or secretarial work.

Substitution Information: Additional education and experience may be substituted based on a year-for-year basis or as determined by the Office of Shared Administration Equivalency Chart.

Benefits Include:

- Paid vacation, holidays, and sick/family sick leave
- Health, dental, vision, retiree health, basic life, and supplemental life insurance
- Employee wellness programs
- Retirement
- Tuition reimbursement

The West Virginia Department Of Human Services is an Equal Opportunity employer. **This position announcement is established as of May 15th, 2024 and will remain open until May 21th, 2024.** Submit a paper application or detailed resume and any correspondence concerning this vacancy to:

OHRMOSAClassComp@wv.gov. Please put **BSSN094** in the subject line of your email.

Note: Due to recent legislation, positions filled for the Department of Health Facilities and Bureau for Social Services beginning January 1, 2024, are no longer covered by the West Virginia Division of Personnel. These positions are now covered under the Office of Shared Administration Comprehensive Human Resources System.