

**Office Associate**  
**LA24028**  
**Mason County**  
**\$28,800 - \$48,000**

**General Description:**

This position will serve as the switchboard operator for the facility as well as assisting the CFO with various clerical duties. Tasks include receiving, routing, and logging telephone calls for staff and residents, requisitions to storeroom for business office supplies, sorting and filing of documents, morning announcements such as birthdays, weather updates, and upcoming facility activities or facility reminders. Duties also include typing of forms, creating labels, updating spreadsheets, sorting and distributing mail for staff and residents, faxing and distributing faxed documents. Other tasks include greeting, directing, and notifying appropriate staff upon arrival of visitors. May also perform various data entry duties for the business office. Must complete mandatory training, comply with all federal, state, and local laws. Various other duties as assigned.

**Position: 0512P00508**

Applicants selected for employment must successfully complete a criminal background check, chemical urinalysis and breath analysis drug screening test and may be subject to drug testing for probable cause as set forth in agency/bureau policies.

Lakin Hospital is a tobacco-free campus.

**Minimum Qualifications:**

<b>Education:</b>	High school diploma or the equivalent.
<b>Experience:</b>	None.

**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 Health Facilities is an Equal Opportunity employer. This position announcement is established as of June 26, 2024, and will remain open until July 3, 2024. Submit a paper application or detailed resume and any correspondence concerning this vacancy to:

[OHRMOSAClassComp@wv.gov](mailto:OHRMOSAClassComp@wv.gov). Please put LA24028 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.