

**Office Associate**  
**BSSN113**  
Wood & Wirt Counties  
\$28,800 - \$48,000

**General Description:**

Performs full performance level technical work in multiple-step tasks calling for interpretation and application of office procedures, rules, and regulations. Performs related work as required. Job functions include answering telephone calls, distributing calls as needed, creating investigation packets, creating, and maintaining paper files, transfer of paper files for Social Services, purging of case files following current Record Retention and Disposal process, distribution of mail to workers mailboxes, scanning items to workers as needed. May use standard set of commands, screens, or menus to enter, access and update data. Filing of forms and records. Photocopy forms and documentation. Valid operator's license and transportation required.

Position Number: 0511P05410

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT: [HTTPS://DHHR.WV.GOV/IP/PAGES/DEFAULT.ASPX#DoHSJobs](https://DHHR.WV.GOV/IP/PAGES/DEFAULT.ASPX#DoHSJobs)

**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 Human Services is an Equal Opportunity employer. This position announcement is established as of June 25th, 2024 and will remain open until July 2nd, 2024. Submit a paper application or detailed resume and any correspondence concerning this vacancy to: [OHRMOSAClassComp@wv.gov](mailto:OHRMOSAClassComp@wv.gov). Please put BSSN113 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.