

Human Resources Administrative Assistant

BSSS120

Boone/Lincoln/Putnam

\$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 judgement. 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.

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](#)

0511P05506

Boone/Lincoln/Putnam Counties

The Bureau for Social Services champions the security, permanence, and welfare of children and vulnerable adults, empowering individuals and strengthening families. Formerly the Bureau for Children and Families, the Bureau for Social Services operates under the West Virginia Department of Human Services, serving children, adolescents, and vulnerable adults facing abuse, neglect, or financial exploitation. Equipped with extensive training to handle delicate situations with compassion and dignity, these workers contribute to the advancement of a vibrant and healthy West Virginia by facilitating access to crucial healthcare, essential social services and benefits, and fostering safe, supportive, and healthy environments. Through this hard work, at risk populations can begin to thrive within the community.

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 June 28, 2024, and will remain open until July 5, 2024. Submit a paper application or detailed resume and any correspondence concerning this vacancy to: OHRMOSAClassComp@wv.gov. Please put BSSS120 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.