



**WEST VIRGINIA**  
Division of Personnel  
1900 Kanawha Blvd. East, Building 3 Suite 500  
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:  
Secretary 2**

*An Equal Opportunity Employer*

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<b>SALARY:</b>	\$2,194.42 - \$4,059.67 Monthly \$26,333.00 - \$48,716.00 Annually
<b>DEPARTMENT:</b>	DHHR - BMS - BUREAU FOR MEDICAL SERVICES
<b>OPENING DATE:</b>	08/03/22
<b>CLOSING DATE:</b>	08/12/22 11:59 PM

**NATURE OF WORK:**

BMS2300001

Under general supervision, at the full performance level, provides administrative and clerical relief, exercising discretion and independent judgment. This position will provide back-up support for other offices on an as needed basis; will be cross trained in areas of Finance, Policy (including Managed Care, Medical Director, Pharmacy, Facility Based and Residential Care Services) and Quality and Program Integrity. Work at this level is characterized by the level of administrative support performed. Typically, duties such as researching a variety of sources (internet, division archives, intranet, past-practice documents, etc.), attending meetings for supervisor where interpretation of information gathered is necessary and coordinating the activities of section, unit, etc., are characteristic of this level. Contacts are frequently of a confidential or sensitive nature and require tact and the ability to judge which inquiries can be answered or must be referred. Work is reviewed randomly upon completion for adherence to guidelines. Contacts at this level are frequent, varied and non-routine. Incumbent answers procedural or program inquiries, whenever possible, or refers to supervisor. Preference will be given to individuals with demonstrated skills utilizing Microsoft office. Duties and responsibilities: cross-trained in all areas of the Bureau for Medical Services: Financial and Administration and Medical Policy to provide additional administrative and secretarial support on an as needed basis. Responds to inquiries where considerable knowledge of unit policy, procedures and guidelines is required. Answers telephone calls, screens calls, and places outgoing calls. Screens all mail and responds to routine correspondence; Distributes all mail to appropriate staff. Schedules appointments for supervisor. Responsible for scheduling meetings and the preparation for those meetings. Makes travel arrangements and reservations for supervisor. Attends meetings with or on behalf of supervisor to

take notes or deliver basic information. Coordinates, plans and implements activities associated with the functions of the office, including office procedures, and ordering supplies. Takes and transcribes from dictation equipment. Composes form letters, requiring judgment and originality. Types reports, manuals, and correspondence; Proofreads and corrects to finished form. Responsible for all filing for office. May delegate routine typing and filing duties to subordinate clerical personnel. May assign and review the work of others. Provides backup switchboard coverage as needed and act as receptionist as needed. Working closely with the administrative secretaries of the deputy commissioners (administration and finance, and policy coordination). Assists in the coordination, planning, and implementation of office procedures Bureau wide. Other duties as assigned.

Position Number: 0511P03720  
Job Location: Kanawha County

**\*\*Effective 7/30/22, the new pay range for this classification will be \$26,333 to \$48,716\*\***

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DHHR's EEOP UTILIZATION REPORT MAY BE FOUND  
AT: [HTTPS://DHHR.WV.GOV/VIP/PAGES/DEFAULT.ASPX](https://dhhr.wv.gov/vip/pages/default.aspx) #DHHRJOBS

**EXAMPLES OF WORK:**

**MINIMUM QUALIFICATIONS:**

**Training:** Graduation from a standard high school or the equivalent.

**Experience:** Five years of full-time or equivalent part-time paid experience performing clerical duties at the Office Assistant 3 level, encompassing a wide range of office practices, which must have in included typing, screening and routing telephone calls and correspondence, and composing routine correspondence.

**Substitution:** College hours or related business school or vocational training may be substituted through an established formula for up to two years of the required experience.

**OTHER INFORMATION:**

\*\*\*\*Effective 07/30/2022, the new pay range for this classification will be \$26,333 to \$48,716\*\*

PG: 09 \$26,333 - \$48,716  
Market Rate: \$42,992

Email applications to [Kim.D.Huffman@wv.gov](mailto:Kim.D.Huffman@wv.gov)  
Mail to Kim D. Huffman at 350 Capitol Street, Room 251, Charleston, WV 25301

Please include posting number BMS2300001 on the application.

Please note applications of covered state employees mailed to DOP or completed via DOP's on-line method are not forwarded.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.personnel.wv.gov>

Position #BMS2300001  
SECRETARY 2  
SE

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, WV 25305  
(304) 558-3950

[DOP.applicantservices@wv.gov](mailto:DOP.applicantservices@wv.gov)

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