



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:
Administrative Secretary**

An Equal Opportunity Employer

SALARY: \$2,305.17 - \$4,264.42 Monthly
\$27,662.00 - \$51,173.00 Annually

DEPARTMENT: DHHR - BMS - BUREAU FOR MEDICAL SERVICES

OPENING DATE: 01/18/23

CLOSING DATE: 01/27/23 11:59 PM

LOCATION OF VACANCY: KANAWHA

NATURE OF WORK:

BMS2300030

Under limited supervision, while exercising discretion and independent judgement, performs highly responsible, advanced level administrative support work for the commissioner, deputy commissioners and leadership team. Work involves independent responsibility for making limited policy interpretations in dealing with the public and acting with authority on office management and administrative functions in the absence of the supervisor. Responsibilities include high level secretarial, clerical, office management and general administrative duties, with primary emphasis on relieving the commissioner and deputy commissioners. Work is performed in strict confidence and in accordance with modern professional secretarial principles/techniques. Performs a variety of administrative tasks, including organizing appointment calendars, screening visitors and telephone calls, answering routing correspondence and gathering information for reply to requests by correspondence and/or telephone. Contacts are frequently of a confidential nature, requiring tact and the ability to judge which inquiries may be answered or must be referred. Answers procedural or programmatic inquiries whenever possible. Types correspondence, reports, forms, contracts, bulletins, manuals, narratives and other documents which may require familiarity with specialized terminology, such as medical and/or legal terms. From general instruction or marginal notes, independently composes and types up correspondence for signature by designated staff. Takes dictation of a confidential and technical nature and transcribes dictation from a transcribing machine. Researches a variety of sources, such as internet, intranet, division archives, past-practice documents, etc., to gather and compile information for special assignments, regular reports, budgets or speeches for the commissioner and deputy commissioners. Schedules conferences and meetings; contacts individuals to participate, assuring convenient time for all those involved; arranges meeting facilities and transportation for guest participants and/or speakers; prepares agenda, handouts, presentations and related materials; takes and transcribes meeting minutes and assures appropriate distribution of copies, attends meetings with or on behalf of designated staff within the division. Makes travel arrangements and reservations for staff. Maintains and organizes the office files;

assures that proper security measures are followed concerning confidential files and materials; maintains manuals, regulations, staffing patterns, etc. May supervise the clerical operation of the division; directs the clerical staff on departmental or individual policies and procedures. Assists the commission and deputy commissioners in planning and analyzing specific office problems affecting operations; Advises managers of the current situation and problems resulting; makes recommendations of possible solutions. Performs related work as required.

Position Number: 0511P03710

Job Location: Kanawha County

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:

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

EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

TRAINING: Graduation from a standard four-year high school or the equivalent.

EXPERIENCE: Six years of full-time or equivalent part-time paid experience in secretarial work, two years must have included administrative support or complex clerical duties.

SUBSTITUTION: Successful full-time study in an accredited college or university, or resident business or vocational school training may be substituted through an established formula for the required experience.

OTHER INFORMATION:

PG: 10 \$27,662 - \$51,173

Market Rate: \$45,088

Email applications to Kim.D.Huffman@wv.gov.

Mail to Kim D. Huffman, at 350 Capitol Street, Room 251, Charleston, WV 25301.

Please include posting number BMS2300030 on application.

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

APPLICATIONS MAY BE FILED ONLINE AT:

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

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

DOP.applicantservices@wv.gov

Position #BMS2300030
ADMINISTRATIVE SECRETARY
JM