



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:
 Office Assistant 2**

An Equal Opportunity Employer

SALARY:	\$1,669.67 - \$3,088.83 Monthly \$20,036.00 - \$37,066.00 Annually
DEPARTMENT:	HD31-Monongalia County Health Department
OPENING DATE:	12/03/21
CLOSING DATE:	12/12/21 11:59 PM
NATURE OF WORK:	

Under general supervision, the Office Assistant 2 provides full performance office support and data entry functions for the Monongalia County Health Department's (MCHD) Environmental Health Office. This position is responsible for interfacing the agency with the public, other agencies, community leaders, politicians, clients, other departmental divisions, and the MCHD staff. This includes managing the telephone system, greeting and directing visitors, receiving and posting payments, processing applications, maintaining forms for use, and other duties. This position also provides support for Health Promotion Services. A positive, pleasant, and helpful demeanor is necessary at all times.

EXAMPLES OF WORK:

- Posts information such as payroll, materials used or equipment rental to a log or ledger; may be required to check for completeness; performs basic arithmetic calculations (addition, subtraction, division or multiplication); corrects errors if the answer is readily available or easily determined.
- Maintains, processes, sorts and files documents numerically, alphabetically, or according to other predetermined classification criteria; reviews files for data and collects information or statistics such as materials used or attendance information.
- Answers telephone, screens calls, takes messages and complaints; gives general information to callers when possible, and specific information whenever possible.
- Receives, sorts and distributes incoming and outgoing mail.
- Operates office equipment such as adding machine, calculator, copying machine or other machines requiring no special previous training.
- Types a variety of documents from verbal instruction, written or voice recorded dictation.
- Collects, receipts, counts and deposits money.
- Calculates benefits, etc., using basic mathematics such as addition, subtraction, multiplication, division and percentages.
- Posts records of transactions, attendance, etc., and writes reports.
- May compile records and reports for supervisor.
- May operate a VDT using a set of standard commands, screens, menus and help instructions to enter, access and update or manipulate data in the performance of a variety of clerical duties; may run reports from the database.

Knowledge, Skills and Abilities

- Knowledge of office procedures and methods.
- Knowledge of business English, spelling and arithmetic.
- Ability to operate the common types of office equipment related to the job.
- Ability to understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS:

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

Experience: Two years of full-time or equivalent part-time paid experience in routine office work.

Substitution: College hours, related business school, or vocational training may be substituted through an established formula for the required experience.

OTHER INFORMATION:

PG: 05 \$20,036 - \$37,066

Market Rate: \$32,658

Forward completed applications to Nancy L. Lilly
Monongalia County Health Department
453 Van Voorhis Rd.
Morgantown, WV 26505
Email: nancy.l.lilly@wv.gov
Fax: 304-598-5199
Phone: 304-598-5197

APPLICATIONS MAY BE FILED ONLINE AT:

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

Position #MON22001
OFFICE ASSISTANT 2
NL

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

DOP.applicantservices@wv.gov
