

CAREER OPPORTUNITY

DATE: FEBRUARY 08, 2012

PSC1200005

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OFFICE ASSISTANT II
TYPING
CLASSIFIED POSITION VACANCIES 001

LOCATION: PUBLIC SERVICE COMMISSION
EXECUTIVE SECRETARY'S OFFICE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THIS POSITION PERFORMS UNDER THE SUPERVISION OF AN EXECUTIVE SECRETARY DIVISION'S SUPERVISOR. DUTIES INCLUDE: AUDIT DOCKET ENTRIES AND WEB DOCKET FOR ACCURACY AND MAKE CORRECTIONS IN DATABASE, AS REQUIRED. COMPOSE, PROOFREAD AND CORRECT TO FINISHED FORM FOR SIGNATURE BY DIVISION: CORRESPONDENCE TO STATEWIDE UTILITY REPRESENTATIVES, LETTERS ACKNOWLEDGING RECEIPT OF WRITTEN PROTESTS; AND CASE STATUS INQUIRIES. ANSWER BOTH STAFF AND PUBLIC REQUESTS REGARDING TARIFFS AND RULES, AND PROVIDE COPIES OF SAME AS REQUESTED. ANSWER AGENCY SWITCHBOARD AND DIRECT TELEPHONE CALLS TO APPROPRIATE DIVISIONS; SCREEN COMPLAINT CALLS AND DIRECT TO PROPER PERSONNEL; DATE STAMP INCOMING OFFICIAL DOCUMENTS; GREET AND DIRECT PERSONS AT THE FRONT COUNTER; DELIVER/RETRIEVE CASE FILES AND DOCUMENTS WITHIN PSC BUILDING; SERVE AS RELIEF OPERATOR AT MAIN SWITCHBOARD; TRANSMIT FAXES; CERTIFY MAIL AND RECORD RETURN RECEIPT CARDS; OPERATE POSTAGE METER; PROCESSING HEARING TRANSCRIPTS; FAX DOCUMENTS; RETRIEVE MESSAGES FROM OVERNIGHT VOICE MAIL; VERIFY PREVIOUS DAILY DOCKET MATCHES WORKSHEET; PROVIDE LUNCHTIME SWITCHBOARD RELIEF, ARRANGING FOR SUBSTITUTIONS AS NEEDED; ENSURE PROPER GREETING ON STAFF VOICE MAIL. COPY, SCAN AND DISTRIBUTE VARIOUS TYPES OF FILINGS, TRANSCRIPTS, NEW CASES, ALL ALJ AND COMMISSION ORDERS. PERFORM RELATED DUTIES AS REQUIRED AND ASSIST GENERALLY WITH OTHER OFFICE DUTIES IN CO-WORKERS ABSENCE.

REQUIREMENTS: 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.

WORKING FOR A BETTER WEST VIRGINIA

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SUBSTITUTION: COLLEGE HOURS, RELATED BUSINESS SCHOOL, OR VOCATIONAL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 005 \$18,552.00 - \$34,332.00

DEADLINE: FEBRUARY 17, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
ELIZABETH SHARP
PUBLIC SERVICE COMMISSION
POST OFFICE BOX 812
201 BROOKS STREET
CHARLESTON, WV 25323

PLEASE INCLUDE POSTING NUMBER PSC1200005 ON APPLICATION