

# **RECRUITMENT ANNOUNCEMENT**

**ADMINISTRATIVE ASSISTANT I  
BERKELEY COUNTY DEPT. OF HOMELAND SECURITY & EMERGENCY MANAGEMENT  
\$24,352 ANNUALLY W/BENEFITS  
8:00 AM-5:00 PM (40 HOURS PER WEEK)**

**APPLICATIONS ARE AVAILABLE ON-LINE AT [www.berkeleywv.org](http://www.berkeleywv.org) OR AT THE COUNTY COUNCIL OFFICE, 400 W. STEPHEN STREET; SUITE 201, MARTINSBURG, WV, 25401,  
MONDAY-FRIDAY, 9:00 AM-5:00 PM.  
APPLICATIONS WILL BE ACCEPTED UNTIL  
5:00 PM, FRIDAY, JUNE 28, 2019**

## **GENERAL DEFINITION OF WORK:**

Provides general clerical support requiring experience and/or training in typing, filing, and operating various types of office equipment.

## **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Greets the public and renders assistance as needed.
- Develops and produces correspondence, reports, lists, forms, tables, memorandums, etc.
- Renders administrative assistance to the Director of Homeland Security & Emergency Management and Emergency Services Manager.
- Maintains files of correspondence, forms, reports, etc.
- Uses web-based communications tools to file reports and maintain contact with State and Federal agencies.
- Enters a variety of information into computer; maintains computer database and hard copy files as required; generates reports as necessary.
- Receives and delivers office communications, mail, packages, etc.
- Receives receipts and accounts for various payments.
- Delivers interoffice mail, runs postage machine, etc.
- Answers telephones and directs calls as necessary.
- Schedules meetings, etc.
- Prepares and processes various bills for payment
- Assists with maintaining department files and records.
- Orders and maintains departmental supplies.
- Maintains various schedules.
- May be required to assist outside of normal business hours during declared state of emergencies.
- Performs related tasks as required.

## **QUALIFICATIONS AND REQUIREMENTS:**

- High School Diploma or equivalent (advanced training in office technology, business administration, etc. preferred but not required).
- Ability to maintain confidentiality.
- Excellent organizational skills.
- Experience with and ability to multi-task.
- Experience in a busy office environment.
- Excellent customer service skills.
- Experience with Microsoft Office products to include WORD, EXCEL, PowerPoint, etc.
- Excellent oral and written communications skills.
- Ability to successfully communicate with co-workers and the public.
- Ability to work both independently and as part of a team.
- Ability to deal with difficult people.
- Experience using web-based communications programs.
- Excellent ability to work with other employees, county officials and members of the general public.

## **PHYSICAL REQUIREMENTS**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**EXAMINATION PROCEDURE MAY INCLUDE:**

- o Standard written examination
- o An evaluation of training and experience
- o One or more interviews
- o Employment related reference checks
- o Background investigation
- o Pre-employment physical to include drug screen (administered after offer of employment).

**ADDITIONAL INFORMATION FOR APPLICANTS**

**APPLICATION FOR THIS RECRUITMENT:**

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the results of the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

**EXAMINATION PROCEDURE:**

The kind of examination/screening for positions announced will vary with each position and may include:

- o an evaluation of training and experience
- o personal and/or group interview
- o written and/or spoken examination(s)
- o performance test(s)
- o a background investigation
- o a physical examination\*and
- o a drug test\*.

\*These examinations are administered after offer of employment.

**PROBATIONARY PERIOD:**

Berkeley County is an “At-Will” employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee’s fitness for the position in which he/she was placed.

**COMPENSATION:**

Berkeley County employees are paid twice per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

**ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:**

(the following is unavailable for part-time and temporary positions)

- o Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- o Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.

- o Employees accumulate annual leave according to the following schedule:

<u>Years of Service</u>	<u>Days Per Month</u>	<u>Days Per Year</u>
0 – 5 years	1.25 days	15 days
5 – 10 years	1.50 days	18 days
10 – 15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

**HEALTH, RETIREMENT & MISCELLANOUS BENEFITS:**

- o Regular employees are required to participate in the West Virginia Public Employee Retirement Plan.
- o Life Insurance is available to full-time employees, their spouse and eligible dependents.
- o Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, and prescription drug coverage. Depending on the

election, the County may pay up to 100% of the employee costs and the employee pays for any dependent coverage elected.

- A deferred compensation program is available.
- Direct deposit is mandatory to any banking institution designated by the employee.

**BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**