

# **RECRUITMENT ANNOUNCEMENT**

## **Administrative Assistant Berkeley County Facilities Department \$24,337 annually/full benefits. (Full-time; 7:00 AM-4:00 PM)**

**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, 8:00 AM-5:00 PM. Applications may be returned in person or at [administrativeassistant@berkeleywv.org](mailto:administrativeassistant@berkeleywv.org)**

**Applications will be accepted until 5:00 p.m., Friday, March 2, 2018.**

### **KIND OF WORK:**

Provides administrative support requiring above average experience and/or training in typing, filing and operating various types of office equipment. Direction is provided by the Facilities Director.

### **EXAMPLES OF WORK:**

- Greets and assists visitors to the Berkeley County Facilities Department.
- Answers Facilities Department office phones and assists caller when possible.
- Responsible for maintaining the Work Order log and scheduling jobs as appropriate.
- Maintains intradepartmental personnel records to include attendance reports, overtime, and vacation/sick leave.
- Works with Procurement Coordinator in obtaining the necessary quotes for materials, services, supplies, etc.
- Maintain all agreements/contracts through Facilities Department
- Maintain warranty request and follow up
- Schedule and coordinate deliveries received for Facilities
- Maintain inventory of custodial supplies
- Responsible for radio communication with Facilities staff
- Types correspondence, reports, lists, forms, documents, memoranda, etc.
- Assists in formulating and tracking the departmental budget.
- Maintains files of correspondence, forms, reports, credit card receipts
- Assists in maintaining all department records.
- Assists in compiling, preparing and disseminating various reports.
- Performs any other miscellaneous related duty as directed by the Facilities Director.

### **QUALIFICATIONS AND REQUIREMENTS:**

- High School Diploma or equivalent.
- Office experience or an advanced secretarial training degree/certificate (preferred but not required).
- Proficiency in Microsoft Office..
- Ability to quickly and accurately operate personal computer and word processing software.
- Knowledge of proper business English and spelling.
- Ability to answer inquires and assists the general public and user agencies in a courteous manner.
- Ability to understand and follow complex oral and written instructions.
- Ability to work alone without constant supervision.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Prior experience working in a contracting or construction environment preferred but not essential.

## **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 selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

**PHYSICAL REQUIREMENTS**

This is sedentary work requiring the exertion of up to 25 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:**

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 employees fitness for the position in which he/she was placed.

**COMPENSATION:**

Berkeley County employees are paid two (2) times per month. A new employee ordinarily starts work at the minimum 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:**

(some of the benefits may be available to regular part-time employees)

- 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. The County may pay up to 100% of the employee costs (depending on election) and the employee pays for any dependent coverage elected.
- o A deferred compensation program is available.
- o Direct deposit is available to any banking institution designated by the employee.

**BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**