



State of West Virginia
DEPARTMENT OF AGRICULTURE
Gus R. Douglass, Commissioner

Janet L. Fisher
Deputy Commissioner

Steve Hannah
Deputy Commissioner

VACANCY ANNOUNCEMENT

Title: Executive Assistant – Executive Division
Salary: \$31,000 - \$35,000
Headquarters: Gus R. Douglass Agricultural Center at Guthrie
Charleston, WV
FLSA: Exempt
**Send Application
& Resume To:** Brenda Mobley, Personnel Manager
West Virginia Department of Agriculture
1900 Kanawha Blvd., East
Charleston, WV 25305-0170
bmobley@ag.state.wv.us
304-558-3200 (Phone)
304-558-2203 (Fax)
Closing Date: December 5, 2008

Nature of Work:

Under limited supervision, performs highly responsible and advanced level administrative support for a deputy commissioner and executive staff. 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 deputy commissioner. Responsibilities include high level secretarial, clerical, office management, project management and general administrative duties with primary emphasis on relieving the deputy commissioner of administrative details. Work is performed in strict confidence and in accordance with modern professional secretarial principles and techniques. Supervision may be exercised over subordinate office clerical personnel. Performs related, and other, work as required.

Examples of Work:

- ◆ Performs a variety of administrative tasks for the deputy commissioner including organizing an appointment calendar, screening visitors and telephone calls, making travel arrangements, answering routine correspondence, accumulating information for reply to requests by correspondence and/or telephone.

- ◆ Takes dictation of a confidential and technical nature from the deputy commissioner or transcribes dictation from a transcribing machine.
- ◆ Types correspondence, reports, forms, contracts, bulletins, manuals, narratives and other documents and related office material which may require a familiarity with specialized terminology such as legal terms.
- ◆ Independently composes and types correspondence for the deputy commissioner's signature from general instruction or marginal notes.
- ◆ Gathers and computes information for the deputy commissioner on special assignments, regular reports, budgets, speeches, or special projects as assigned.
- ◆ Schedules conferences and meetings; contacts individuals to participate, assuring convenient time for all those involved or arranges time changes convenient to all participants, arranges meeting facilities, transportation for guest participants and/or speakers; takes minutes of meetings and transcribes minutes and assures appropriate distribution of copies.
- ◆ Maintains and organizes the office files; assures that proper security measures are followed concerning confidential files and materials; maintains deputy commissioner's manuals, regulations, staffing patterns, etc.

Working Conditions:

Sitting; standing, walking, driving, using a computer and other office equipment, performing calculations, communicating orally and in writing, working extended hours as needed, and overnight travel as required.

Required Knowledge, Skills and Abilities:

- ◆ Knowledge of modern office procedures, practices, and equipment.
- ◆ Knowledge of Department rules, regulations, and procedures.
- ◆ Advanced writing and grammar skills.
- ◆ Advanced computer skills.
- ◆ Advanced ability to manage multiple projects and tasks under deadlines.
- ◆ Significant attention to detail ability.
- ◆ Ability to maintain detailed records according to a prescribed format.
- ◆ Ability to retrieve and utilize information from multiple sources to complete assignments.
- ◆ Ability to compose correspondence dealing with routine inquiries regarding the services or procedures of the Department.
- ◆ Ability to plan, schedule, assign and review the work of other employees.
- ◆ Ability to take dictation or operate a transcribing machine.
- ◆ Ability to deal with the public in an effective and courteous manner, and to establish and maintain effective working relationships with superiors, subordinates, associates, other organizations, and the general public.
- ◆ Ability to analyze operational procedures and prepare reports of findings, and make recommendations for modifications.
- ◆ Ability to operate standard office equipment.
- ◆ Ability to add, subtract, divide, and multiply whole and fractional numbers.
- ◆ Ability to work extended hours as needed.
- ◆ Ability to travel overnight as required.

Minimum Qualifications:

- ◆ **Training:**
Graduation from a standard four-year high school or equivalent; degree preferred.
- ◆ **Experience:**
Six years of full-time or equivalent part-time paid secretarial experience, two years of which must have included administrative support or complex clerical duties; supervisory experience preferred.
- ◆ **Substitution:**
Successful full-time study in an accredited college or university or related business or vocational school training may be substituted through an established formula for the required experience outside the area of assignment.