invites applications for the position of:
Secretary 2

An Equal Opportunity Employer

**SALARY:**
$1,994.92 - $3,690.58 Monthly
$23,939.00 - $44,287.00 Annually

**DEPARTMENT:**
Revenue - Lottery Commission

**OPENING DATE:**
06/21/22

**CLOSING DATE:**
06/30/22 11:59 PM

**NATURE OF WORK:**

LOT2022E7
Position # 0705P00122

This position is located in Kanawha County

Coordinates activities of the Licensing Division. Greets and provides direction to the public. Answers phones and directs calls to appropriate licensing staff and serves as a backup for the Executive Division. Provides clerical and administrative support to the entire Licensing Division. Prepares and mails license packets for all types of Lottery issued licenses. Prepares correspondence in response to license gaming verification requests from various gaming and regulatory agencies. Maintains electronic log of all incoming and outgoing mail. Maintains and updates various databases with information related to the various facets of the Licensing Division. Assists the Licensing Division by scanning and indexing applications and renewals and other written correspondence into the document imaging system. Composes letters, reports, orders supplies and schedules appointments for the Licensing Division. Provides backup for daily attendance reports in the absence of the Licensing Division Deputy Director. Updates and prepares the monthly division report for the WV Lottery Commission meetings. Compiles data and prepares special reports detailing licensing activity presented to the West Virginia Lottery Commission and Legislature. Works with the Deputy Director to set objectives, priorities and deadlines. Performs other duties as assigned by supervisor.

Applicants are subject to an extensive background investigation by the WV Lottery Security Division. No person shall be appointed, employed, or continue to serve in any position or employment with the commission who has been convicted of any violation of the lottery law or of any felony or any crime related to theft or gambling. The commission shall remove or discharge any person so convicted.

**EXAMPLES OF WORK:**

- Coordinates activities associated with the functions of the division/section/unit, planning and implementing office procedures.
- Researches basic statistical work in the compilation of reports involving the activities of the division/section/unit.

https://agency.governmentjobs.com/wv/default.cfm?action=jobbulletin&JobID=3599251
• Responds to inquiries where considerable knowledge of unit policy, procedures, and guidelines is required.
• Answers telephone, screens calls, and places outgoing calls.
• Screens mail and responds to routine correspondence.
• Schedules appointments and makes travel arrangements and reservations for supervisor.
• Signs, as directed, supervisor's name to routine correspondence, requisitions, and other documents.
• Attends meetings with or on behalf of supervisor to take notes or deliver basic information.
• Takes and transcribes dictation, or transcribes from dictation equipment.
• Composes form letters, routine correspondence, and factual reports requiring judgment and originality.
• Gathers, requests, and/or provides factual information, requiring reference to a variety of sources.
• Types, using standard typewriter or word processing equipment, reports, manuscripts, and correspondence; proofreads and corrects to finished form.
• May delegate routine typing, filing, and posting duties to subordinate clerical personnel.
• May maintain bookkeeping records for grants, contract or state appropriated funds or related departmental accounts.
• May prepare payrolls, keep sick and annual leave records, act as receptionist, and perform other clerical duties as needed.
• May assign and review the work of others.

Knowledge, Skills and Abilities
• Knowledge of general office procedures including typing, filing, and the use of a variety of office equipment.
• Knowledge of the correct use of English grammar.
• Knowledge of basic bookkeeping.
• Knowledge of basic research techniques.
• Ability to arrange efficient work schedules.
• Ability to learn the policies and procedures of the unit and the organization.
• Ability to type accurately, using a typewriter and/or word processor.
• Ability to communicate well, both orally and in writing.
• Ability to assign and check the work of others.
• Ability to take and transcribe dictation where required.
• Ability to greet the public and work well with others.

MINIMUM QUALIFICATIONS:

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

Experience: Five years of full-time or equivalent part-time paid experience performing clerical duties at the Office Assistant 3 level, encompassing a wide range of office practices, which must have included typing, screening and routing telephone calls and correspondence, and composing routine correspondence.

Substitution: College hours or related business school or vocational training may be substituted through an established formula for up to two years of the required experience.

OTHER INFORMATION:

PG: 09 $23,939 - $44,287
Market Rate: $39,020

Email applications to: Kristi.e.whitley@wv.gov
Mail applications to:
WV Lottery

https://agency.governmentjobs.com/wv/default.cfm?action=jobbulletin&jobID=261996
PO Box 2067
Charleston, WV 25327
Attn: Kristi Whitley

Please add posting number LOT2022E7 to applications

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.personnel.wv.gov

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

DOP.applicantsservices@wv.gov