



WRITTEN EXAMINATION ANNOUNCEMENT

THE DIVISION OF PERSONNEL IS AN EQUAL OPPORTUNITY EMPLOYER

DISCLAIMER: The information contained within this announcement, including the minimum training and experience requirements, salary ranges, and the availability of particular examinations and test schedules is subject to change without notice. Check our website (www.state.wv.us/admin/personnel) for the most current information.

ACCOUNTANT 1/AUDITOR 1

Special hiring rate effective 9-1-94.

Salary Range: \$1852-3426

TYPE OF WORK: In a training capacity, employee acquires the ability to perform entry-level professional accounting/auditing work in one or more of the following areas: general accounting, internal auditing, external auditing, budgeting/administration, and financial analysis.

TRAINING: Bachelor's Degree from an accredited 4-year college or university with at least 24 semester hours in accounting. **SUBSTITUTION:** Certification or registration as a public accountant in West Virginia may be substituted for the training.

ACCOUNTING TECHNICIAN 1

Salary Range: \$1150-2128

TYPE OF WORK: In a training capacity, employee acquires the ability to perform entry-level accounting support duties.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: One year of full-time or equivalent part-time paid clerical experience. **SUBSTITUTION:** College hours, related business school, or vocational training may be substituted through an established formula for the required experience.

ACCOUNTING TECHNICIAN 2

Salary Range: \$1231-2278

TYPE OF WORK: Employee performs entry-level accounting support duties.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: Two years of full-time or equivalent part-time paid bookkeeping, accounting, or related experience. **SUBSTITUTION:** Successful completion of college-level accounting courses from an accredited college or university may be substituted at the rate of 3 semester hours equals 6 months experience **OR** successful completion of related business school or vocational training may be substituted for the experience through an established formula.

ACCOUNTING TECHNICIAN 3

Salary Range: \$1318-2439

TYPE OF WORK: Employee performs full-performance accounting support duties.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: Three years of full-time or equivalent part-time paid bookkeeping, accounting, or related experience. **SUBSTITUTION:** Successful completion of college-level accounting courses from an accredited college or university may be substituted at the rate of 3 semester hours equals 6 months experience **OR** successful completion of related business school or vocational training may be substituted for the experience through an established formula.

ADMINISTRATIVE SECRETARY

Salary Range: \$1616-2,991

TYPE OF WORK: Employee performance advanced-level work by assuming responsibility for adjunctive administrative duties under the guidance of an administrator.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: Six years of full-time or equivalent part-time paid experience in secretarial work, two years of which must have included administrative support or complex clerical duties. **SUBSTITUTION:** Successful full-time study in an accredited college or university, or resident or vocational school training may be substituted through an established formula for the required experience.

ADULT PROTECTIVE SERVICE WORKER TRAINEE

Salary Range: \$1730-3200

TYPE OF WORK: Employee performs in a training capacity for approximately one year to learn the techniques of social casework in the area of Adult Protective Services. The nature of the situations requires judgment to deal with problems that are potentially dangerous to the client and the worker.

TRAINING: Bachelor's Degree in Social Work from an accredited 4-year college or university. **SUBSTITUTION:** Bachelor's Degree in Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Interpersonal Communications, Human Services, Education, Special Education, Elementary Education, or Secondary Education from an accredited 4-year college or university may substitute for the Social Work Degree **OR** a current West Virginia Social Work License.

SPECIAL REQUIREMENT: Eligible for Temporary Social Worker Licensure **OR** licensed as a Social Worker, Graduate Social Worker, or Certified Social Worker by the West Virginia Board of Social Work Examiners.

NOTE: Applicants may be appointed for a period not to exceed 60 days from date of hire pending verification of licensure. Applicants must agree in writing to verify licensure within 60 days or be terminated. Employees working under this restriction shall not perform any social work duties until licensure is verified. Applicants with a Bachelor's (BSW) or Master's (MSW) Degree in Social Work from a Council on Social Work Education (CSWE) accredited social work program, or a current, non-temporary West Virginia Social Work license may submit their application at www.state.wv.us/admin/personnel/jobs/wvneo.htm **OR** send a completed application and verification documents directly to the Division of Personnel. All applicants must verify their degree field(s). In addition, applicants who meet the licensing requirements above must submit license verification. Applicants with a BSW, MSW, and/or license may receive preference in register referral.

BRIDGE SAFETY INSPECTOR 1

Salary Range: \$1411-2610

TYPE OF WORK: Employee performs beginning-level bridge safety inspection work as a member of a highway bridge safety inspection team.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

SPECIAL REQUIREMENT: Possession of a valid driver's license.

NOTE: Preference in appointment may be given to applicants with successful completion of a course in algebra, plane geometry, drafting, or mechanical drawing **OR** certification as a Technician-in-Training-Bridge by the National Institute for Certification in Engineering Technologies (NICET).



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BUILDING MAINTENANCE MECHANIC

Salary Range: \$1318-2439

TYPE OF WORK: Employee performs a variety of skilled and semi-skilled full-performance level in the mechanical or building trades in connection with the maintenance and repair of State facilities, institutions, and buildings.

TRAINING: No formal education required.

EXPERIENCE: Two years of full-time or equivalent part-time paid experience in building maintenance or as a helper in a building trade.

CHILD PROTECTIVE SERVICES WORKER TRAINEE

Salary Range: \$1982-3666

TYPE OF WORK: Employee performs in a training capacity for approximately one year to learn the techniques of social casework in the area of Child Protective Services. Work is characterized by cases involving abuse/neglect/exploitation of children and requires judgment to deal with problems that are potentially dangerous for the child and the worker.

TRAINING: See Adult Protective Services Worker Trainee.

SPECIAL REQUIREMENT: See Adult Protective Services Worker Trainee.

NOTE: See Adult Protective Services Worker Trainee.

CONSERVATION OFFICER

Salary: \$27,141

TYPE OF WORK: Employee is assigned to a geographical area, generally a county or portion thereof, and is responsible for interpreting and enforcing State natural resources laws, rules, and regulations provided for in the West Virginia Code for the purpose of conservation and protection of the natural resources of the State.

TRAINING: Graduation from an accredited 4-year college or university with preference given to majors in natural sciences, law enforcement, criminology, or criminal justice. SUBSTITUTION: Employment for a period of 4 years as a law enforcement officer as certified by the Law Enforcement Training Subcommittee of the Governor's Committee on Crime, Delinquency, and Correction or International Association of Directors of Law Enforcement Standards and Training (ADLEST) OR Associate's Degree in natural sciences, law enforcement, criminology, or criminal justice plus 2 years of military police service or 2 years continuous employment as a law enforcement officer certified by the Law Enforcement Training Subcommittee of the Governor's Committee on Crime, Delinquency, and Correction or International Association of Directors of Law Enforcement Standards and Training (ADLEST).

SPECIAL REQUIREMENTS: Must be licensed to operate a motor vehicle in West Virginia. Must be able to swim 37½ yards fully clothed. Must pass periodic firearms qualification and may be required to pass annual physical examinations. Must pass a physical examination, psychological evaluation, and a polygraph examination designed to determine applicant's fitness for Conservation Officer and general law enforcement duties.

COOK

Salary Range: \$1075-1988

TYPE OF WORK: Employee cooks and/or bakes food items in a State facility.

TRAINING: Ability to pass a written test at the 8th grade level.

EXPERIENCE: One year of full-time or equivalent part-time paid experience in large-scale food preparation and serving.

SPECIAL REQUIREMENT: Applicant must furnish an approved food handler's certificate within 7 days after appointment.

CORRECTIONAL OFFICER 1

Salary Range: \$1510-2795

Hiring Rate at \$20,124.

CONTACT A LOCAL WORKFORCE WEST VIRGINIA OFFICE FOR TESTING AVAILABILITY.

TYPE OF WORK: Employee performs beginning-level Correctional Officer work. The employee is responsible for enforcing rules, regulations, and State laws necessary for the control and management of offenders and the maintenance of public safety.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: One year of full-time or equivalent part-time paid general work experience. SUBSTITUTION: Successfully completed study from an accredited college or university may substitute through an established formula for the required experience.

CORRECTIONAL OFFICER 1, Regional Jails

Salary Range: \$1510-2795

CONTACT A LOCAL WORKFORCE WEST VIRGINIA OFFICE FOR TESTING AVAILABILITY.

TYPE OF WORK: Employee performs basic security duties at a regional jail in direct contact with inmates.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: One year of full-time or equivalent part-time paid general work experience. SUBSTITUTION: Successfully completed study from an accredited college or university may substitute through an established formula for the required experience.

CUSTOMER SERVICE REPRESENTATIVE

Salary Range: \$1318-2439

TYPE OF WORK: Employee performs full-performance level clerical/public contact work involving the processing, recording, and issuing of driver's licenses, vehicle registrations, vehicle titles, and related documents. Work is characterized by regular and recurring tasks requiring knowledge and interpretation of motor vehicle and driver registration and license laws, policies, and procedures.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: One year of full-time or equivalent part-time paid experience in bookkeeping, cashiering, or related public contact work.

SUBSTITUTION: Successful full-time study in an accredited college or university, or resident business or vocational school training may be substituted through an established formula for the required experience.

SPECIAL REQUIREMENT: Must be eligible for bonding.

DATA ENTRY OPERATOR 1

Salary Range: \$1231-2278

TYPE OF WORK: Employee performs entry-level work transcribing alpha/numeric data from routine source documents into computer usable form.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

NOTE: Also requires a performance examination - testing available in Charleston only.



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DATA ENTRY OPERATOR 2

Salary Range: \$1411-2610

TYPE OF WORK: Employee performs full-performance level work transcribing alpha/numeric data from routine, complex, or rough source documents into computer usable form.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: One year of full-time or equivalent part-time paid experience in data entry. **SUBSTITUTION:** Completion of 12 semester hours in computer science from an accredited college or university **OR** completion of 4 courses in data processing, data entry, and/or word processing from an accredited business or vocational school may substitute through an established formula for the required experience.

NOTE: Also requires a performance examination - testing available in Charleston only.

DISABILITY EVALUATION SPECIALIST TRAINEE

Salary Range: \$1982-3666

TYPE OF WORK: Employee performs entry-level professional work examining and evaluating data to determine eligibility for disability benefits under Titles II and XVI of the Social Security Act, and analyzes medical, psychological, vocational, and other evidence utilizing knowledge of federal policies, regulatory codes, legislation, directives, court precedents, or other guidelines.

TRAINING: Bachelor's Degree from an accredited 4-year college or university with a major in vocational rehabilitation, education, psychology, nursing, or related medical or social services area. **SUBSTITUTION:** Bachelor's Degree in any academic field from an accredited 4-year college or university in combination with Registered Nurse licensure may be substituted to fulfill the above academic major requirement **OR** Bachelor's Degree in any academic field from an accredited 4-year college or university and 2 years of full-time or equivalent part-time paid employment as a teacher of the handicapped or in a client-serving capacity in a human service agency may be substituted for the above academic major requirement.

ECONOMIC SERVICE WORKER

Salary Range: \$1616-2991

TYPE OF WORK: Employee takes applications, determines eligibility for, and manages a caseload for a variety of economic assistance programs.

TRAINING: Bachelor's Degree from an accredited 4-year college or university. **SUBSTITUTION:** Any combination of additional training and/or full-time or equivalent part-time paid experience interviewing clients, customers, or the public and evaluating the data against established standards and guidelines may substitute for the required training on a year-for-year basis, except experience in Economic Services work requiring program eligibility decisions may substitute for the required training on a one year experience for 2 years of training.

EMPLOYMENT PROGRAMS INTERVIEWER 1

Salary Range: \$1616-2991

TYPE OF WORK: Employee performs full-performance level work using standardized interviewing methods to obtain, verify, or interpret information from applicants, claimants, and employers in a local employment office or an itinerant point.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: Two years of full-time or equivalent part-time paid employment. **SUBSTITUTION:** Successful full-time study in an accredited college or university, or resident business or vocational school training, may be substituted through an established formula for the required experience.

ENVIRONMENTAL INSPECTOR-IN-TRAINING

Salary Range: \$2121-3924

TYPE OF WORK: In a training capacity, employee performs technical and field inspection work in environmental protection programs.

TRAINING: Bachelor's Degree from an accredited 4-year college or university with a major in natural or applied science, engineering, or occupational safety and health. **SUBSTITUTION:** Full-time or equivalent part-time paid experience in inspection, technical, or professional employment in one of the areas of assignment may substitute for the required training on a year-for-year basis. The areas are: Abandoned Mine Land Reclamation, Environmental Compliance Monitoring, Hazardous Waste Management, Surface Mining Reclamation, Solid Waste Management, Water Pollution Control, or Air Quality.

SPECIAL REQUIREMENTS: Must be eligible for license to operate a motor vehicle in West Virginia. For work in the areas of hazardous waste management and solid waste management, must take and pass physical examination within the first 6 months of employment and submit to annual follow-up examinations. Failure to pass the initial examination will result in termination of employment. Failure to pass a subsequent examination may result in reassignment.

NOTE: Personnel engaged in activities associated with hazardous wastes risk exposure to situations or chemicals which may cause illness or injury if proper procedures are not followed.

ENVIRONMENTAL RESOURCES SPECIALIST 1

Salary Range: \$2121-3924

TYPE OF WORK: Employee performs beginning-level professional work in a specialty area in the acquisition, preservation, management, and enhancement of the State's environmental/natural resources.

TRAINING: Bachelor's Degree from an accredited 4-year college or university with a major in chemistry, physics, geography, geology, biology, economics, engineering, environmental studies, natural science, or archeology. **SUBSTITUTION:** Full-time or equivalent part-time paid technical or paraprofessional experience in the acquisition, preservation, protection, and enhancement of environmental/natural resources may be substituted on a year-for-year basis.

FOOD SERVICE SUPERVISOR

Salary: \$1150-2128

TYPE OF WORK: Employee plans and directs the preparation and service of food in a State facility.

TRAINING: Ability to pass a written test at the 8th grade level.

EXPERIENCE: Three years of full-time or equivalent part-time experience in large-scale food preparation and service. **SUBSTITUTION:** Associate's Degree in Food Service Management Technology or a closely-related field from an accredited college or university, or business or vocational school may substitute for the required experience.

SPECIAL REQUIREMENT: Applicant must furnish an approved food handler's certificate within 7 days after employment.

FOOD SERVICE WORKER

Salary Range: \$1004-1858

TYPE OF WORK: Employee performs entry-level work in the preparation and/or service of food to patients, employees, or customers.

TRAINING: Ability to pass a written test at the 8th grade level.

SPECIAL REQUIREMENT: Applicant must furnish an approved Food Handler's Certificate within 7 days after appointment.



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HEALTH AND HUMAN SERVICES AIDE

Salary Range: \$1150-2128

TYPE OF WORK: Employee provides a variety of health and human services program activities in a helper capacity. Work involves extensive client contact.

TRAINING: Ability to pass a written test at the 8th grade level.

SPECIAL REQUIREMENTS FOR THE DIVISION OF HEALTH: Applicant must be certified as a Home Health Aide or must successfully pass the written competency evaluation given by the local agency prior to employment. Certification requires completion of a minimum of 75 clock hours of training including a minimum 16 hours of practicum. Applicant must possess a current West Virginia Driver's License and availability of a car for continuous use.

HEALTH SERVICE TRAINEE

Salary Range: \$1150-2128

Special Hiring Rate of \$16,840 for Mildred Mitchell-Bateman Hospital

TYPE OF WORK: Employee performs entry-level work acquiring the knowledge and abilities to provide basic personal and nursing care related to the treatment, habilitation, and rehabilitation for the mentally- and/or physically-challenged at State-operated facilities or in a community setting.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

NOTE: Preference for positions with the Department of Health and Human Resources may be given to applicants who have completed an approved Nursing Assistant Course **OR** have a certificate of completion from another approved program **OR** have previously completed the Department of Health and Human Resources training program. Call a Division of Personnel counselor for information.

HEALTH SERVICE WORKER

Salary Range: \$1231-2278

Special Hiring Rate of \$18,346 for Mildred Mitchell-Bateman Hospital

TYPE OF WORK: Employee performs full-performance level work providing basic personal and nursing care related to the treatment, habilitation, and rehabilitation for the mentally and/or physically challenged at State-operated facilities or in a community setting.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: One year of full-time or equivalent part-time paid or volunteer experience in the care, treatment, and development of the physically-challenged, mentally-ill, or mentally-retarded.

SPECIAL REQUIREMENT FOR HEALTH DEPARTMENT: Preference will be given to applicants who have completed an approved Nursing Assistant course from an approved Vocational Education Technical Center or other approved program or certification by the Department of Health as Health Service Worker.

APPLICANTS FOR POSITIONS IN LONG-TERM CARE FACILITIES OR LONG-TERM CARE UNITS MUST MEET THE FOLLOWING REQUIREMENTS: Registration with the Nurse Aide Registry by passing a written and manual skills competency evaluation **OR** sit for the written and manual skills competency evaluation within 24 months of completing a state-approved curriculum which includes at least 80 hours of instruction and 32 hours of clinical supervision **OR** certification through reciprocity from an out-of-state program approved by the State agency.

HOUSEKEEPER

Salary Range: \$938-1734

TYPE OF WORK: Employee performs routine custodial tasks and maintains cleaning and linen supply inventories at a State institution or other State facility.

TRAINING: Ability to pass a written test at the 8th grade level.

INSPECTOR 2

Salary Range: \$1616-2991

AREAS OF ASSIGNMENT: Barber/Beauty Culture, Highway Construction/Maintenance, Housing/Urban Development, Industrial Maintenance, Investigations, Law Enforcement, Manufactured Housing, Mobile Homes, Purchasing, Responsible Public Contact Work, Safety Inspection, Transportation, and/or Weights and Measures.

TYPE OF WORK: Employee performs full-performance level work conducting inspections to determine compliance with various State and federal regulatory laws and regulations.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: Four years of full-time or equivalent part-time paid experience in a field closely-related to the area of assignment. SUBSTITUTION: Successfully completed study in an accredited college or university may be substituted on a year-for-year basis. Completion of a course in industrial safety under the sponsorship of the National Safety Council or the American Society of Safety Engineers may be substituted for Safety Inspector.

SPECIAL REQUIREMENT: Licensure and/or certification pertinent to area of assignment may be required. A valid West Virginia driver's license may also be required.

LABOR INSPECTOR 1

Salary Range: \$1616-2991

TYPE OF WORK: Employee performs beginning-level inspection and compliance monitoring work in the areas of boiler safety, elevator safety, heavy scale truck operator, labor standards, manufactured housing, metrology, occupational safety, and weights and measures.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: Two years of full-time or equivalent part-time paid experience in the area of assignment. SUBSTITUTION: Associate's Degree from an accredited college or university may be substituted for the required experience.(Unless otherwise stated.)

SPECIAL REQUIREMENT FOR ELEVATOR SAFETY: Within a period of one year from the date of employment must achieve a certificate of competency by passing a written examination addressing the construction, installation, operation, maintenance, and repair of elevators and their accessories, and shall have as its primary reference source the American National Standards Institute Code A17.1-1990 as required by WV Code 21-3c) and 42CSR21.

THE FOLLOWING REQUIREMENTS ARE FOR THE AREA OF METROLOGY:

TRAINING: Education equivalent to graduation from a standard 4-year high school and **6 semester hours of college-level algebra.**

EXPERIENCE: 2 years of full-time or equivalent part-time paid experience in the area of assignment. SUBSTITUTION: Associate Degree from an accredited college or university which includes 6 hours in algebra may be substituted for the required experience.

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THE FOLLOWING REQUIREMENTS ARE FOR THE AREA OF HEAVY SCALE TRUCK OPERATOR:

TRAINING: Education equivalent to graduation from a standard 4-year high school. **EXPERIENCE:** 2 years of full-time or equivalent part-time paid experience in the operation of a motor vehicle with a gross weight of 50,000 lbs. or more.

SPECIAL REQUIREMENT: Must possess and maintain a Commercial Drivers License. Must have and maintain a clear driving record as recorded with the Department of Motor Vehicles.

THE FOLLOWING REQUIREMENTS ARE FOR THE AREA OF WEIGHTS AND MEASURES:

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: Two years of full-time or equivalent part-time paid experience in weights and measure. **SUBSTITUTION:** Associate's Degree from an accredited college or university which includes 6 hours in math sciences and/or statistics may be substituted for the required experience.

SPECIAL REQUIREMENT: Must possess a valid West Virginia driver's license.

LAUNDRY WORKER

Salary Range: \$1004-1858

TYPE OF WORK: Employee operates regular and large-capacity washing machines, tumble dryers, and related laundry equipment.

TRAINING: Must be able to pass a test at the 8th grade level.

MAINTENANCE WORKER

Salary Range: \$1150-2128

TYPE OF WORK: Employee performs a variety of unskilled and semi-skilled work in connection with the maintenance and repair of State facilities, institutions, and buildings. May assist a skilled worker in performing carpentry, plumbing, electrical, masonry, and other maintenance work.

TRAINING: No formal education required.

EXPERIENCE: Two years of full-time or equivalent part-time paid experience in housekeeping, custodial, or general labor work.

OFFICE ASSISTANT 1 (TYPING and NON-TYPING)

Salary Range: \$1004-1858

TYPE OF WORK: Employee performs entry-level work in a variety of clerical tasks which may include filing documents and/or typing routine forms and labels, and sorting and distributing mail.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

OFFICE ASSISTANT 2 (TYPING and NON-TYPING)

Salary Range: \$1150-2128

TYPE OF WORK: Employee performs full-performance level work in multiple-step clerical tasks calling for interpretation and application of office procedures, rules, and regulations and includes typing.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: Two years of full-time or equivalent part-time paid experience in routine office work. **SUBSTITUTION:** College hours, related business school, or vocational training may be substituted through an established formula for the required experience.

OFFICE ASSISTANT 3 (TYPING and NON-TYPING)

Salary Range: \$1318-2439

TYPE OF WORK: Employee performs advanced-level responsible, complex clerical tasks involving interpretation and application of policies and practices. Work includes typing and employee may function as a lead worker.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: Four years of full-time or equivalent part-time paid experience performing routine office work. **SUBSTITUTION:** College hours, related business school, or vocational training may be substituted through an established formula for the required experience.

PROBATION AND PAROLE OFFICER 1

Salary Range: \$1720-3200

TYPE OF WORK: Employee performs beginning-level work in investigating, counseling, and providing continuous supervisor for adult or juvenile probationers or parolees to assist in their social and personal adjustment. Work involves close contact with potentially dangerous clients with criminal backgrounds.

TRAINING: Bachelor's Degree from an accredited 4-year college or university with a major in business administration, public administration, business management, management, political science, industrial relations/management, organizational behavior/management, psychology, sociology, criminal justice, corrections, social work, or a closely related field.

CONDITION OF EMPLOYMENT WITH THE DIVISION OF CORRECTIONS: Firearms are to be distributed at the discretion of the Commissioner of the WV Division of Corrections. Anyone authorized to carry a firearm must successfully complete a psychological evaluation prior to issuance. Incumbents authorized to carry a firearm must meet annual training requirements established through the West Virginia Corrections Academy.

RECREATION SPECIALIST

Salary Range: \$1510-2795

TYPE OF WORK: Employee performs recreation planning and participation work at a State health or rehabilitation facility.

TRAINING: Successful completion of 60 semester hours with at least 18 hours in health, physical education, recreation, fine arts, or therapeutic recreation from an accredited college or university. **SUBSTITUTION:** Full-time or equivalent part-time paid or volunteer experience in the area of health, physical education, recreation, or fine arts may substitute for the required education on a year-for-year basis **OR** registration as a therapeutic Recreation Assistant or a Therapeutic Recreation Specialist as certified through the National Council for Therapeutic Recreation.

REVENUE AGENT 1

Salary Range: \$1730-3200

TYPE OF WORK: Employee performs work at the full performance level in the collection of delinquent taxes and in the enforcement of any other aspects of the State's tax laws.

TRAINING: Graduation from an accredited 4-year college or university which must have included 6 semester hours in accounting. **SUBSTITUTION:** Full-time or equivalent part-time paid experience in accounting, bookkeeping, credit collections, preparation of tax returns, or related work outside the Department may be substituted at the rate of 2 years of experience for one year of college training, or tenure with the Department of Tax & Revenue in a related field may be substituted on a year-for-year basis for the required training. If the experience being substituted is in the area of bookkeeping, accounting or credit collections, the 6 hours accounting requirement may be waived.



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REVENUE AGENT 2

Salary Range: \$1852-3426

TYPE OF WORK: See Revenue Agent 1.

TRAINING: See Revenue Agent 1.

EXPERIENCE: See Revenue Agent 1.

SPECIAL REQUIREMENT: Availability of a car and possession of a valid West Virginia driver's license is required.

SANITARIAN 1

Salary Range: \$1730-3200

TYPE OF WORK: Employee performs entry-level duties in the enforcement of environmental and public health sanitation laws.

TRAINING: Bachelor's Degree from an accredited 4-year college or university. NOTE: Applicants with a major in public health, environmental health, environmental science, chemistry, biology, physical science, or agriculture may be given preference in appointment.

SPECIAL REQUIREMENTS: A valid driver's license and availability of an automobile for continuous use may be a requisite for employment. Upon hire, employee must register as a Sanitarian-in-Training with the West Virginia Board of Registration for Sanitarians.

SECRETARY 1

Salary Range: \$1411-2610

TYPE OF WORK: Employee performs full-performance level work and relieves supervisor of clerical and minor administrative duties, exercising discretion and independent judgment. Necessity for dictation, familiarity with word processors, and other special requirements vary depending upon supervisor's preference.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: Four years of full-time or equivalent part-time paid experience performing clerical duties at the Office Assistant 2 level, including typing, which must have included 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 2 years of the required experience.

NOTE: Requires both a written and a performance examination.

SECRETARY 2

Salary Range: \$1510-2795

TYPE OF WORK: Employee provides clerical and administrative relief which requires the application of specific knowledge necessary to complete complex procedural or unusual assignments. Necessity for dictation, familiarity with word processor, and other special requirements vary depending upon supervisor's preference.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

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 2 years of the required experience.

NOTE: Requires both a written and a performance examination

SOCIAL SERVICE WORKER 2

Salary Range: \$1730-3200

TYPE OF WORK: Employee performs professional social service work by providing services to the public in one or multiple program areas such as nursing home placement, adult family care, pre-institutionalization, admission and aftercare, generic social services, homeless, or reception social work. Work requires the use of a personal automobile for local travel. Employee is subject to on-call status during nonbusiness hours and may be required to deal with situations which are potentially dangerous to client and worker.

TRAINING: Bachelor's Degree in Social Work from an accredited college or university. SUBSTITUTION: Bachelor's Degree in Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Interpersonal Communications, Human Services, Education (Special, Elementary, or Secondary) from an accredited college or university may be substituted for the Social Work degree **OR** a current West Virginia Social Work license.

SPECIAL REQUIREMENT: Eligibility for a Temporary Social Work license or holding current license(s) as a social worker, graduate social worker, or certified social worker by the West Virginia Board of Social Work Examiners.

IMPORTANT NOTE: Applicants with a Bachelor's (BSW) or Master's (MSW) Degree in Social Work from a Council on Social Work Education (CSWE) accredited social work program, or a current, non-temporary West Virginia Social Work license are not required to take the examination. Applicants who meet this requirement may submit an application online at www.state.wv.us/admin/personnel/jobs/wvneo.htm **OR** send a completed application and verification documents directly to the Division of Personnel. All applicants must verify their degree field(s). In addition, applicants who meet the licensing requirements above must submit license verification. Applicants with a BSW, MSW, and/or license may receive preference in register referral.

SOCIAL SERVICE WORKER 3

Salary Range: \$1852-3426

TYPE OF WORK: Employee performs advanced-level professional social service work in providing services to the public in one or multiple program areas such as foster care, emergency shelter care, youth services, community juvenile delinquency, single adolescent parent, adoption, Hartley program, Medley program, Medical Waiver Project, or licensing specialist. Work requires the use of a personal automobile for local travel. Employee is subject to on-call status during nonbusiness hours. May be required to deal with situations which are potentially dangerous to client and worker.

TRAINING: See Social Service Worker 2.

SPECIAL REQUIREMENT: See Social Service Worker 2.

IMPORTANT NOTE: See Social Service Worker 2.

SOCIAL WORKER 2

Salary Range: \$1730-3200

TYPE OF WORK: Employee performs professional social work in the delivery of social services to clients requiring therapeutic interventions; responsible for overseeing the work of aides and support staff. Work requires the use of personal automobile for local travel. Employee is subject to being on call during nonbusiness hours.

TRAINING: Master's Degree in Social Work from an accredited college or university. SUBSTITUTION: Bachelor's Degree in Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Interpersonal Communications, Human Services, Education, Special Educa-

Continued on next page.



WRITTEN EXAMINATION ANNOUNCEMENT

THE DIVISION OF PERSONNEL IS AN EQUAL OPPORTUNITY EMPLOYER

tion, Elementary Education, or Secondary Education from an accredited 4-year college or university AND one year of full-time or equivalent part-time paid experience as a social worker in a public or private health or human services agency may be substituted for the required training **OR** a current West Virginia Social Work License.

SPECIAL REQUIREMENT: See Social Service Worker 2.

IMPORTANT NOTE: See Social Service Worker 2.

SOCIAL WORKER 3

Salary Range: \$1852-3426

TYPE OF WORK: Employee is responsible for the planning, development, and delivery of advanced social services such as group therapy, family therapy, or other intense therapeutic techniques to the client population and for related administrative and operational aspects of caseload; supervision of other social work staff. Work requires the use of personal automobile for local travel and is subject to being on call during nonbusiness hours.

TRAINING: Same as Social Worker 2. SUBSTITUTION: Same as Social Worker 2.

EXPERIENCE: Two years of full-time or equivalent part-time paid experience as a social worker in a public or private health or human services agency.

SPECIAL REQUIREMENT: See Social Service Worker 2.

IMPORTANT NOTE: See Social Service Worker 2.

STOREKEEPER 1

Salary Range: \$1004-1858

TYPE OF WORK: Employee performs routine standardized duties in ordering, receiving, recording, storing, and shipping of supplies, materials, and/or equipment at a district, regional, or State stockroom or warehouse.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: Two years of full-time or equivalent part-time paid experience as a stock clerk, or in a clerical capacity in connection with large scale warehouse operations, or in handling materials.

STOREKEEPER 2

Salary Range: \$1150-2128

TYPE OF WORK: Employee performs duties in ordering, receiving, recording, storing, and shipping of materials, and equipment at a district, regional, or State stockroom or warehouse.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

EXPERIENCE: Three years of full-time or equivalent part-time paid experience as a stock clerk, or in a clerical capacity in connection with large scale warehouse operations, or in handling materials.

TAX AND REVENUE AUDITOR 1

Salary Range: \$2121 -3924

TYPE OF WORK: Employee performs entry-level professional auditing work examining the accounting systems, accounts, journals, invoices, inventories, and budget and financial records of small and medium size businesses, corporations, or local government entities.

TRAINING: Bachelor's degree from an accredited 4-year college or university with a major in accounting, business administration, economics, marketing, or a closely related field, which must have included 18 semester hours of accounting.

SPECIAL REQUIREMENT: Possession of a valid West Virginia driver's license and the availability of an automobile is required for employment.

NOTE: Applicant may bring personal calculator for use on this examination.

TAX AUDIT CLERK TRAINEE

Salary Range: \$1510-2795

TYPE OF WORK: Employee performs entry-level work examining tax returns for completeness, accuracy, and compliance with State tax laws. Auditing work is performed in accordance with statutes, rules, regulations, policies, and procedures governing the lawful and timely completion of tax returns. Requires strict confidentiality in regard to taxpayer information. Serves a probationary period of one year after which time permanent status may be awarded.

TRAINING: Education equivalent to graduation from a standard 4-year high school including completion of a bookkeeping or accounting course in a secondary, vocational, or business school.

EXPERIENCE: Three years of full-time or equivalent part-time paid experience at the State Tax Division, or 3 years of full-time or equivalent part-time paid experience in bookkeeping or a closely-related position where accurate mathematical computations, record keeping, and some public contact were primary duties. SUBSTITUTION: Successful completion of a course of study in an accredited college or university which included 3 college semester hours of math and/or accounting may substitute for the experience as described above on a year-for-year basis.

TELEPHONE OPERATOR

Salary Range: \$1075-1988

TYPE OF WORK: Employee performs entry-level clerical work by operating a switchboard in a State agency or facility. Receives calls, conveys information, takes messages, and keeps logs of calls taken and/or placed.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

TOURIST GUIDE

Salary Range: \$1318 - 2439

TYPE OF WORK: Employee greets and assists tourists at the State Visitor Information Centers and conducts tours of prominent tourist attractions in the State.

TRAINING: Education equivalent to graduation from a standard 4-year high school.

TRANSPORTATION ENGINEERING TECHNICIAN - TRAINEE

Salary Range: \$1411-2610

TYPE OF WORK: Employee serves in a training capacity, learning basic concepts of highway and bridge construction and maintenance, including planning, design, surveys, materials, construction inspection, utility placement and relocation, traffic operations, and bridge safety.

TRAINING: Education equivalent to graduation from a standard 4-year high school.



WRITTEN EXAMINATION ANNOUNCEMENT

THE DIVISION OF PERSONNEL IS AN EQUAL OPPORTUNITY EMPLOYER

VETERANS AFFAIRS OFFICER 1

Salary Range: \$1616-2991

TYPE OF WORK: Employee performs work at the full-performance level by assisting veterans and their dependents in securing benefits.

TRAINING: Graduation from an accredited 4-year college or university. **SUBSTITUTION:** Employment involving responsible public contact work in veterans' affairs, employment service, vocational guidance, claims investigation, and related fields **OR** active duty in the armed forces may be substituted for the required training on a year-for-year basis.

SPECIAL REQUIREMENTS: Honorable discharge from one of the armed forces. Possession of a valid WV drivers' license and the availability of a car for continuous use.

**DO NOT SEND APPLICATIONS TO OUR OFFICE FOR THESE JOB CLASSIFICATIONS –
TAKE YOUR COMPLETED APPLICATION TO EXAM CENTER ON DAY OF EXAMINATION.**

WEST VIRGINIA DIVISION OF PERSONNEL

1900 Kanawha Boulevard, East ♦ Charleston, West Virginia 25305-0139
Telephone: 304/558-5946, ext. 503 ♦ TDD (for the hearing-impaired only): 304/558-1237

OR VISIT OUR WEBSITE AT: www.state.wv.us/admin/personnel



WRITTEN EXAMINATION INSTRUCTIONS

State Capitol, Building 6, Room 416 ♦ 1900 Kanawha Boulevard, East ♦ Charleston, WV 25305
PH: 304-558-3950, ext. 503 ♦ TDD: 304-558-1237 ♦ WEB: www.state.wv.us/admin/personnel

◆ PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING YOUR APPLICATION ◆

Applicants are encouraged to use our online application to apply for certain job classes listed in this announcement. To review information and instructions on this procedure, visit "State Government Jobs" at www.state.wv.us/admin/personnel.

RESIDENCY and CITIZENSHIP

West Virginia residency is not required. United States Citizenship **is** required; however, the Director of Personnel routinely waives this requirement. Non-citizens must be able to work legally in this country.

**DO NOT SEND YOUR APPLICATION FOR WRITTEN EXAMINATION TO OUR OFFICE;
TAKE IT TO THE EXAMINATION CENTER WHEN YOU REPORT FOR TESTING**

WHEN REPORTING FOR TESTING

Each applicant must present personal identification which includes a signature.

Unless you have applied online, you must also present a completed *Application for Examination form* (a copy with an original signature and current date is acceptable). The application is available from the Division of Personnel or the Bureau of Employment Programs Job Service offices, or you may download it from the Division of Personnel's website (web address above). Instructions for the online application are on our website. Copies of official documents (transcripts, licenses, etc.) are acceptable; unofficial documents will not be accepted. Misrepresentation is grounds for disqualification and punishable by fine and/or imprisonment.

LATE APPLICANTS WILL NOT BE ADMITTED. Also, you will not be admitted for testing if:

- ♦ You cannot provide proper identification as described above.
- ♦ You cannot provide a completed application as described above. This **DOES NOT** apply if you applied online.

Testing is subject to seating and test booklet availability at each location. Applicants testing at a center located on a school campus are requested not to arrive earlier than 15 minutes prior to testing. **If schools are closed for any reason, testing will be cancelled.** All questions should be directed to the Division of Personnel (contact information above).

Office Assistant 1, 2, and 3 (non-typing) may be taken at any of the listed written test locations; however, applicants who desire the typing test **MUST** take both the written **AND** typing portions at a listed performance test center on the same day.

CHARLESTON TESTING CENTER and WEEKLY TESTING SCHEDULE

Contact the Division of Personnel or visit our website for changes or closures to the testing schedule.

The West Virginia Division of Personnel Testing Center is located in the State Capitol Complex at 1900 Kanawha Boulevard, East, Charleston, West Virginia. Applicants must report to Building 7, 2nd Floor, Conference Room D of the State Training Center. Applicants are taken on a first-come-first-served basis and seating capacity is limited to 27 per session.

Tuesdays, Wednesdays - 8:30 A.M. (arrive by 8:15 A.M.): General written examinations.

Thursdays - 8:30 A.M. (arrive no later than 8:00 A.M.): Administrative Secretary; Office Assistant 1, 2, and 3 (typing and non-typing); Secretary 1 and 2; Data Entry Operator 1 and 2.

Correctional Officer 1: Contact a local Workforce West Virginia Office for testing availability.

Special testing arrangements at any of our statewide test centers must be made through the Division of Personnel. Persons with disabilities who require special testing must call the Division of Personnel for an appointment (telephone and TDD numbers above).

OTHER TESTING LOCATIONS - Appointments ARE NOT necessary to test in any of the following locations.

PERFORMANCE TEST CENTERS

(Typing tests are conducted on personal computers)

Beckley, Bridgeport, Elkins, Farmington, Huntington, Martinsburg, Moorefield, Princeton, Welch, and Wheeling

WRITTEN TEST CENTERS

Beckley, Bridgeport, Elkins, Farmington, Huntington, Martinsburg, Moorefield, Parkersburg, Princeton, Welch, Wheeling, and White Sulphur Springs

RETESTING

You may retest to try improving your score; however, your new score, **higher OR lower**, will replace any previous score. Please note that you **MAY NOT** retake the **SAME** written examination until after 60 full days from the previous test date.