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CUSTOMER SERVICE REPRESENTATIVE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
KANAWHA CITY REGIONAL OFFICE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, PERFORMS PUBLIC CONTACT WORK INVOLVING THE PROCESSING, RECORDING, AND ISSUANCE OF DRIVERS' LICENSES, VEHICLE REGISTRATIONS, VEHICLE TITLES, AND RELATED DOCUMENTS. EXPLAIN FORMS, FEES, TAXES, AND OTHER CHARGES. COMMUNICATE TO CUSTOMERS KNOWLEDGE AND INTERPRETATION OF MOTOR VEHICLE LAW, POLICY, AND PROCEDURE. PERFORM CASHIER TRANSACTIONS. ADMINISTER LEARNERS PERMIT, MOTORCYCLE, OPERATORS, COMMERCIAL DRIVERS, AND VISION TESTS. TAKE PHOTOGRAPHS. REGISTER VOTERS. CONDUCT DRIVER CLINIC INTERVIEWS. REFERS COMPLEX, UNUSUAL, OR HOSTILE SITUATIONS TO MANAGEMENT STAFF. PERFORM RELATED DUTIES AS NEEDED. A VALID DRIVER'S LICENSE IS REQUIRED. APPLICANTS SUBJECT TO FINGERPRINTING AND BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL OR THE EQUIVALENT.
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.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:
LINDA ELLIS
DIV OF MOTOR VEHICLES
5707 MACCORKLE AVENUE, SE
SUITE 200
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT1602030 ON APPLICATION

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FINANCIAL REPORTING SPECIALIST I
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
FINANCE & ADMINISTRATION DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: FRSPEC1-UNDER GENERAL SUPERVISION, THESE POSITIONS ARE ASSIGNED TO THE FINANCIAL REPORTING SECTION OF THE FINANCE AND ADMINISTRATION DIVISION OF THE DOT RESPONSIBILITIES INCLUDED, BUT NOT LIMITED TO: PREPARATION OF MONTHLY TRIAL BALANCES, DEVELOPING AND MAINTAINING VARIOUS SPREADSHEETS, RECONCILIATIONS AND MONTHLY ADJUSTING ENTRIES, MAINTAINING THE SOFTWARE AND REPORTS FOR FIXED ASSETS, PREPARATION OF YEAR-END ENTRIES AND AUDITED FINANCIAL STATEMENTS, ASSISTING WITH YEAR-END REPORTS AND THE ANNUAL CAFR, ASSISTING WITH ANNUAL PROCESSES, AND THE DEVELOPMENT OF REVISION OF POLICIES AND PROCEDURES. APPLICANTS MAY BE ASSIGNED ADDITIONAL DUTIES NOT SPECIFICALLY LISTED ABOVE. KNOWLEDGE OF GAAP FINANCIAL STATEMENT PREPARATION AND GASB PRONOUNCEMENTS IS REQUIRED. WORKING KNOWLEDGE OF EXCEL, WORD, AND WV OASIS IS DESIRABLE. A VALID DRIVERS LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH AT LEAST 24 HOURS IN ACCOUNTING. PREFERENCE MAY BE GIVEN TO APPLICANTS WITH CPA CERTIFICATION, A MASTER OF PROFESSIONAL ACCOUNTANCY OR A MASTER OF BUSINESS ADMINISTRATION.
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN PREPARING OR AUDITING GAAP BASED AUDITED FINANCIAL STATEMENTS OR MAINTAINING ACCOUNTING SYSTEMS WHICH SUPPORT THE PREPARATION OF GAAP BASED AUDITED FINANCIAL STATEMENTS WHICH INCLUDED SUBSTANTIAL EXPERIENCE WITH APPLICABLE PC SOFTWARE.
SUBSTITUTION: SUCCESSFUL COMPLETION OF GRADUATE STUDY IN THE ABOVE AREAS MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

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SALARY: PAY GRADE 015 \$31,164.00 - \$57,660.00

DEADLINE: JULY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KEITH CHAPMAN
FINANCE & ADMINISTRATION DIVISION, ACTING DIRECTOR
1900 KANAWHA BLVD., EAST
BLDG 5 ROOM A-237
CHARLESTON, WV 25305

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HIGHWAY ENGINEER
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
ENGINEERING DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGNR - UNDER LIMITED SUPERVISION, EMPLOYEE WILL SERVE AS UNIT LEADER OF THE BRIDGE UNIT REPORTING TO THE IN-HOUSE SECTION HEAD. THIS UNIT IS RESPONSIBLE FOR STRUCTURE DESIGN, BRIDGE DETAILING AND PLAN PRODUCTION. APPLICANT WILL BE RESPONSIBLE FOR DISSEMINATING KNOWLEDGE AND EXPERIENCE IN HIGHWAY CIVIL ENGINEERING. APPLICANT WILL TRACK SCHEDULES AND TRAIN NEW HIRES IN THE USE OF STRUCTURE DESIGN SOFTWARE, CADD, EXCEL AND ACCESS. WILL HAVE A WORKING KNOWLEDGE OF WVDOH PLAN PRESENTATION BASED ON PAST EXPERIENCE THAT WILL ALLOW THEM TO REVIEW PLANS FOR COMPLETENESS. ADDITIONALLY THE APPLICANT WILL PERFORM WORK TASKS AND ASSIGNMENTS NECESSARY FOR THE COMPLETION OF PROJECTS. THIS POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL AND THEREFORE REQUIRES A VALID DRIVERS LICENSE.

REQUIREMENTS: TRAINING: CURRENT LICENSE AS A REGISTERED PROFESSIONAL ENGINEER IN WEST VIRGINIA.
EXPERIENCE: SEVEN YEARS OF PROFESSIONAL HIGHWAY ENGINEERING EXPERIENCE INVOLVING THE DESIGN, CONSTRUCTION, OR MAINTENANCE OF HIGHWAYS.
NOTE: THE EXPERIENCE MAY HAVE BEEN ACQUIRED AFTER THE BACHELOR'S DEGREE BUT MAY HAVE OCURRED BEFORE OR AFTER REGISTRATION AS A PROFESSIONAL ENGINEER.
SUBSTITUTION: MASTER'S OF SCIENCE DEGREE IN CIVIL ENGINEERING FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE. NON-HIGHWAY PROFESSIONAL ENGINEERING EXPERIENCE MAY BE SUBSTITUTED FOR THE HIGHWAY ENGINEERING EXPERIENCE AT THE RATE OF TWO YEARS OF GENERAL EXPERIENCE FOR ONE YEAR OF HIGHWAY

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RELATED EXPERIENCE.

SALARY: PAY GRADE 023 \$50,676.00 - \$93,756.00

DEADLINE: JULY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
RAYMOND J. SCITES
WVDOH - ENGINEERING DIVISION
1334 SMITH STREET
CHARLESTON, WV 25301

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HIGHWAY ENGINEER ASSOCIATE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
ENGINEERING DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGAS - UNDER GENERAL SUPERVISION, PERFORMS
ADVANCED LEVEL PROFESSIONAL ENGINEERING AS A
BRIDGE ENGINEER WITHIN THE QUALITY CONTROL/QUALITY
ASSURANCE UNIT OF THE IN-HOUSE SECTION OF
ENGINEERING DESIGN DIVISION. INCUMBENT SHALL
DEMONSTRATE EXPERIENCE IN BRIDGE DESIGN AND
PROJECT MANAGEMENT. THE INCUMBENT ACTS ON BEHALF
OF, OR AT THE DIRECTIONS OF, THE SECTION HEAD OR
UNIT LEADER. THE INCUMBENT MAKES OR AIDS IN
MAKING BROAD DECISIONS IN SETTING OBJECTIVES AND
GOALS. THIS POSITION REQUIRES TRAVEL OR MAY
REQUIRE TRAVEL AND THEREFORE A VALID DRIVERS
LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: CURRENT LICENSE AS A REGISTERED
PROFESSIONAL ENGINEER IN WEST VIRGINIA.

SALARY: PAY GRADE 022 \$47,352.00 - \$87,612.00

DEADLINE: JULY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
RAYMOND J. SCITES
WVDOH - ENGINEERING DIVISION
1334 SMITH STREET
CHARLESTON, WV 25301

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HIGHWAY ENGINEER
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
ENGINEERING DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGNR - UNDER LIMITED SUPERVISION, EMPLOYEE WILL SERVE AS UNIT LEADER OF THE ROADWAY UNIT REPORTING TO THE IN-HOUSE SECTION HEAD. THIS UNIT IS RESPONSIBLE FOR PROJECT MANAGEMENT AND DEVELOPMENT OF CONSTRUCTION AND RIGHT OF WAY ACQUISITION PLANS AND HIGHWAY ENGINEERING ON IN-HOUSE DESIGN PROJECTS. APPLICANT WILL BE RESPONSIBLE FOR DISSEMINATION KNOWLEDGE AND EXPERIENCE IN HIGHWAY CIVIL ENGINEERING. APPLICANT WILL TRACK SCHEDULES TO ACHIEVE PROJECT GOALS, TRAIN NEW HIRES IN THE USE OF CADD, INROAD, EXCEL AND ACCESS. THE APPLICANT WILL HAVE A WORKING KNOWLEDGE OF WVDOH PLAN PRESENTATION BASED ON PAST EXPERIENCE THAT WILL ALLOW THEM TO REVIEW PLANS FOR COMPLETENESS. ADDITIONALLY THE APPLICANT WILL PERFORM WORK TASKS AND ASSIGNMENTS NECESSARY FOR THE COMPLETION OF PROJECTS. THIS POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL AND THEREFORE A VALID DRIVERS LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: CURRENT LICENSE AS A REGISTERED PROFESSIONAL ENGINEER IN WEST VIRGINIA.
EXPERIENCE: SEVEN YEARS OF PROFESSIONAL HIGHWAY ENGINEERING EXPERIENCE INVOLVING THE DESIGN, CONSTRUCTION, OR MAINTENANCE OF HIGHWAYS.
NOTE: THE EXPERIENCE MAY HAVE BEEN ACQUIRED AFTER THE BACHELOR'S DEGREE BUT MAY HAVE OCURRED BEFORE OR AFTER REGISTRATION AS A PROFESSIONAL ENGINEER.
SUBSTITUTION: MASTER'S OF SCIENCE DEGREE IN CIVIL ENGINEERING FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE. NON-HIGHWAY PROFESSIONAL ENGINEERING EXPERIENCE MAY BE SUBSTITUTED FOR THE HIGHWAY ENGINEERING

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EXPERIENCE AT THE RATE OF TWO YEARS OF
GENERAL EXPERIENCE FOR ONE YEAR OF HIGHWAY
RELATED EXPERIENCE.

SALARY: PAY GRADE 023 \$50,676.00 - \$93,756.00

DEADLINE: JULY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
RAYMOND J. SCITES
WVDOH - ENGINEERING DIVISION
1334 SMITH STREET
CHARLESTON, WV 25301

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PROGRAMMER ANALYST III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
INFORMATION SERVICES DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: PROANL3 - UNDER GENERAL SUPERVISION, AT THE
ADVANCED LEVEL, PERFORMS COMPLEX SYSTEMS AND
ANALYSIS WORK IN THE DEVELOPMENT, IMPLEMENTATION,
AND MAINTENANCE OF COMPUTER APPLICATIONS AND
SERVES AS A PROJECT TEAM LEADER. WILL BE
RESPONSIBLE FOR IMPLEMENTING AND MAINTAINING
SITEMANAGER (CONSTRUCTION MANAGEMENT), BAMS (BID
MONITORING), AASHTOWARE PROJECT PRECONSTRUCTION,
DDS (DECISION SUPPORT SYSTEM), AND BIDX,
BIDEXPRESS AND PROJECTBIDS (ELECTRONIC BID
UPLOADING) SYSTEMS. A VALID DRIVER'S LICENSE IS
REQUIRED. KNOWLEDGE OF MICROSOFT VISUAL STUDIO.NET
SQL SERVER, ORACLE AND POWER BUILDER DESIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED
COLLEGE OR UNIVERSITY IN COMPUTER SCIENCE OR
RELATED FIELD INCLUDING BUT NOT LIMITED TO
BUSINESS DATA PROGRAMMING, BUSINESS SYSTEMS
ANALYSIS, COMPUTER ACCOUNTING, COMPUTER AND
INFORMATION SYSTEMS, COMPUTER SERVICING
TECHNOLOGIES, INFORMATION SYSTEMS MANAGEMENT,
DATA PROCESSING, OR COMPUTER ENGINEERING.
(OR) AN ASSOCIATE'S DEGREE FROM AN ACCREDITED
COLLEGE, UNIVERSITY OR BUSINESS SCHOOL IN
COMPUTER SCIENCE OR RELATED FIELD INCLUDING BUT
NOT LIMITED TO BUSINESS DATA PROGRAMMING, BUSINESS
SYSTEMS ANALYSIS, COMPUTER ACCOUNTING, COMPUTER
AND INFORMATION SYSTEMS, COMPUTER SERVICING
TECHNOLOGIES, INFORMATION SYSTEMS MANAGEMENT,
DATA PROCESSING, OR COMPUTER ENGINEERING AND
EIGHTEEN MONTHS OF FULL-TIME OR EQUIVALENT
PART-TIME PAID COMPUTER PROGRAMMING EXPERIENCE
IN ONE OR MORE PROGRAMMING OR DATA BASE LANGUAGES.
SUBSTITUTION: THREE YEARS OF FULL-TIME OR
EQUIVALENT PART-TIME PAID COMPUTER PROGRAMMING

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EXPERIENCE IN ONE OR MORE PROGRAMMING OR DATA BASE
LANGUAGES MAY SUBSTITUTE FOR THE REQUIRED
TRAINING.

EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT
PART-TIME PAID EXPERIENCE IN PROGRAMMING, SYSTEM
DESIGN AND ANALYSIS WORK WITH MULTIPLE PROGRAMMING
OR DATA BASE LANGUAGES.

SALARY: PAY GRADE 019 \$39,372.00 - \$72,840.00

DEADLINE: JULY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KIM ASSEFF
DIRECTOR, INFORMATION SERVICES DIVISION
BLDG 5, ROOM A-719
1900 KANAWHA BLVD., EAST
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1601228 ON APPLICATION

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INTELL TRANSP FUS CTR OPER
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRAFFIC ENGINEERING DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ITFCO - UNDER GENERAL SUPERVISION, AT FULL PERFORMANCE LEVEL, AN EMPLOYEE IN THIS CLASSIFICATION WORKS IN AN INTELLIGENT TRANSPORTATION FUSION CENTER UNDER THE ITFC SUPERVISOR IN THE DOT. WORK INVOLVES TRAFFIC SYSTEMS CONTROL, INCIDENT/CONGESTION MANAGEMENT, AND COMMUNICATIONS. OPERATE STATE OF THE ART COMPUTERIZED TRAFFIC MANAGEMENT WORK STATIONS DESIGNED TO FACILITATE TRAFFIC FLOW AND MINIMIZE CONGESTION. EMPLOYEES UNDERGO TRAINING AND ARE ASSIGNED PROGRESSIVELY RESPONSIBLE DUTIES IN THE AREAS OF TRAFFIC DETECTION MONITORING, PROGRAMMING MOTORIST INFORMATION SYSTEMS, ASSESSING INCIDENT SCENES AND OPERATING RADIO COMMUNICATIONS SYSTEMS. PERFORM A VARIETY OF CLERICAL, TECHNICAL TASKS AND OTHER RELATED DUTIES. REQUIRED TO WORK ROTATING SHIFTS (EVENINGS, NIGHTS, WEEKENDS, HOLIDAYS). IN THE EVENT OF EMERGENCY HIGHWAY CONDITIONS, EMPLOYEES ARE SUBJECT TO CALL BACK DURING SCHEDULED OFF HOURS. MAY BE REQUIRED TO WORK AND/OR RELOCATE TO THE AUXILIARY INTELLIGENT TRANSPORTATION MANAGEMENT CENTER IN HUNTINGTON ON AN EMERGENCY OR TEMPORARY BASIS. PERFORMS RELATED WORK AS REQUIRED. MAY BE ASSIGNED AS NEEDED TO RELIEF SHIFTS AT THE DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT DURING PERIODS OF HEIGHTENED SECURITY OR DURING EMERGENCY OPERATIONS ABILITY TO SPEAK CLEARLY, GOOD COMMUNICATION SKILLS AND TELEPHONE ETIQUETTE REQUIRED. MUST BE ABLE TO READ, UNDERSTAND AND INTERPRET OFFICE PROCEDURES AND RULES AND REGULATIONS. COMPUTER SKILLS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR EQUIVALENT.

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EXPERIENCE: ONE YEAR OF FULL-TIME PAID
EXPERIENCE AS AN EMERGENCY TELECOMMUNICATOR OR
EQUIVALENT EXPERIENCE IN AN ELECTRONIC TRAFFIC
MANAGEMENT CENTER ENVIRONMENT OR TWO YEARS OF
EXPERIENCE IN RADIO COMMUNICATIONS/DISPATCHING,
TELEPHONE CUSTOMER SERVICE WORK, INFORMATION
SYSTEM HELP DESK WORK, OR TELEMARKETING.
SPECIAL REQUIREMENT: (1) APPLICANTS MAY BE SUBJECT
TO A BACKGROUND CHECK WHICH MAY IMPACT EMPLOYMENT.
(2) A HISTORY OF ARREST OR CONVICTION IS NOT AN
AUTOMATIC DISQUALIFICATION TO EMPLOYMENT. (3)
EMPLOYEES IN THIS CLASSIFICATION ARE CONSIDERED
"ESSENTIAL EMPLOYEES" AND MAY BE REQUIRED TO SIGN
AND AGREE TO ALL POLICIES AND PROCEDURES RELATING
TO "ESSENTIAL EMPLOYEE" STATUS. (4) EMPLOYEE MAY
BE REQUIRED TO SUBMIT TO A DRUG AND/OR ALCOHOL
TEST AT ANY TIME AS DEFINED BY THE DEPARTMENT
OF PERSONNEL POLICIES. (5) A VALID WEST VIRGINIA
DRIVER'S LICENSE MAY BE REQUIRED.

SALARY: PAY GRADE 008 \$21,504.00 - \$39,792.00

DEADLINE: JULY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CINDY CRAMER
WVDOH - TRAFFIC ENGINEERING DIVISION
CAPITOL COMPLEX
BLDG 5, ROOM A-550
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1601229 ON APPLICATION

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TELECOMMUNICATOR
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 5
DISTRICT 5 MAINTENANCE
MINERAL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TELECOM - UNDER GENERAL SUPERVISION, OPERATES THE DISTRICT RADIO TELEPHONE AND RADIO BASE STATION TO INFORM APPROPRIATE DIVISION OF HIGHWAYS EMPLOYEES OF INPASSABLE OR HAZARDOUS ROAD CONDITIONS. ASSISTS WITH THE TIMELY DISPATCH OF ROAD CREWS, RELAYS INFORMATION TO LAW ENFORCEMENT AGENCIES AND EMERGENCY SERVICES UNITS. LOGS ALL COMMUNICATIONS RECEIVED OR TRANSMITTED ACCORDING TO FEDERAL COMMUNICATIONS COMMISSION RULES AND REGULATIONS. CHECKS EACH COUNTY MAINTENANCE ORGANIZATION DAILY TO OBTAIN WEATHER AND ROAD CONDITIONS, ROAD CLOSURES, ACCIDENTS, SLIDES, OR OTHER HAZARDOUS CONDITIONS. WORKS A ROTATING WORK SCHEDULE AND IS SUBJECT TO EMERGENCY CALL-OUTS, AS NECESSARY. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR EQUIVALENT.
SPECIAL REQUIREMENT: FIRST CLASS LICENSE AS A FEDERAL COMMUNICATIONS COMMISSION OPERATOR MAY BE REQUIRED AFTER EMPLOYMENT.

SALARY: PAY GRADE 006 \$19,488.00 - \$36,060.00

DEADLINE: JULY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
J. LEE THORNE
WVDOH - DISTRICT FIVE
US 50 - PO BOX 99
BURLINGTON, WV 26710

PLEASE INCLUDE POSTING NUMBER DT1600538 ON APPLICATION

SECRETARY II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 5
DISTRICT 5 BRIDGE DEPARTMENT
MINERAL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: SEC2: UNDER GENERAL SUPERVISION, SERVES AS SECRETARY FOR THE OFFICE OF ASSISTANT DISTRICT ENGINEER - BRIDGE. PROVIDES SECRETARIAL, CLERICAL, AND ADMINISTRATIVE SUPPORT, EXERCISING DISCRETION AND INDEPENDENT JUDGMENT. REVIEWS AND ENSURES THE TIMELY PROCESSING OF BRIDGE INSPECTION REPORTS, AND RELATED DOCUMENTS. MONITORS ORGANIZATION BUDGET AND SPECIAL AUTHORIZATIONS, PREPARES BUDGET STATUS REPORTS FOR SUPERVISOR REVIEW. ORGANIZES AND MAINTAINS CONFIDENTIAL PERSONNEL, BRIDGE, AND CORRESPONDENCE FILES. RESPONDS TO PUBLIC AND INTERDEPARTMENTAL INQUIRIES REQUIRING CONSIDERABLE KNOWLEDGE OF UNIT POLICY, PROCEDURES, AND GUIDELINES. ANSWERS THE TELEPHONE, SCREENS CALLS. PREPARES PAYROLLS, MAINTAINS SICK AND ANNUAL LEAVE RECORDS FOR THE BRIDGE ORGANIZATION. PERFORMS RELATED DUTIES, AS REQUIRED.

REQUIREMENTS: 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 III 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.

SALARY: PAY GRADE 009 \$22,584.00 - \$41,784.00

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DEADLINE: JULY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
J. LEE THORNE
WVDOH - DISTRICT FIVE
US 50 - PO BOX 99
BURLINGTON, WV 26710

PLEASE INCLUDE POSTING NUMBER DT1600539 ON APPLICATION

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STOREKEEPER III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 9
DISTRICT COMPTROLLER OFFICE
GREENBRIER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: STKPR3 - UNDER GENERAL SUPERVISION, EMPLOYEE PERFORMS DUTIES IN ORDERING, RECEIVING, STORING AND SHIPPING OF MATERIALS AND SUPPLIES. WILL BE A LEAD WORKER IN CHARGE OF DISPENSING ALL SUPPLIES. MUST BE ABLE TO RECONCILE PHYSICAL AND DOCUMENTED INVENTORIES. MUST MAINTAIN FILES RELATING TO THE OPERATION OF THE STOREROOM AND INVENTORIES. PERFORMS MODERATELY HEAVY MANUAL LABOR IN LIFTING AND STORING SUPPLIES. MUST BE ABLE TO OPERATE FORK LIFT. PERFORMS RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FOUR 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.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DEADLINE: JULY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
STEVEN B. COLE
WVDOH - DISTRICT NINE
146 STONEHOUSE ROAD
LEWISBURG, WV 24901

PLEASE INCLUDE POSTING NUMBER DT1600957 ON APPLICATION