



West Virginia Secretary 2

SALARY	\$45,000 - \$55,000 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2600002
DEPARTMENT	DHS - Division of Emergency Management	OPENING DATE	08/06/2025
		LOCATION OF VACANCY	KANAWHA

Nature of Work

Exempt Position

Under general supervision, this position performs advanced-level administrative support and secretarial duties in support of the Director of WV Emergency Management Division (EMD). The work involves a high level of independence in managing office operations, prioritizing tasks, and interacting with federal, state, and local officials, as well as the public.

Key Responsibilities:

- Exercise control of the Director's appointment calendar, coordinating schedules with EMD management while managing time-sensitive and critical engagements.
- Schedule meetings, conferences, travel arrangements, travel reimbursements and speaking engagements for the Director and all senior staff.
- Compile information from various sources for correspondence, inquiries, and action reports.
- Draft, type, and review sensitive correspondence, forms, graphs, charts, and reports to ensure accuracy with state and agency policies.
- Screen and direct telephone calls, utilizing discretion and a thorough knowledge of agency programs.
- Represent the Director at meetings as necessary.
- Perform other related duties as assigned.

Kanawha County
Posting EMD2600002
Position 0606PE0729
Vacancies 1

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: 9 \$45,000 - \$55,000

Applications MUST be submitted directly to the contact(s) listed below by email or standard U.S. mail.

Mail applications to: Melanie Thomas

1700 MacCorkle Ave. SE, 6th Floor

Charleston, WV 25314

Or email to: melanie.k.thomas@wv.gov

Please include posting number **EMD2600002** on application.

Please note: Applications of covered state employees submitted to the Division of Personnel are not forwarded to the Division of Emergency Management.

Employer

West Virginia

Address

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, West Virginia, 25305

Phone

(304) 558-3950

Website

<http://www.personnel.wv.gov>