

JOB OPENING
Lobbyist Registrar/Administrative Secretary
WV Ethics Commission
210 Brooks Street, Suite 300
Charleston, WV 25301

Salary: Salary commensurate with experience

Opening Date: January 18, 2023

Closing Date: February 3, 2023

Nature of Work:

- Serve as receptionist (answer telephone and door);
- Register lobbyists and oversee filing of Lobbyist Activity Reports;
- Coordinate lobbyist audit with CPA;
- Handle all aspects of printing and distribution of annual Lobbyist Directories;
- Serve as Purchasing Card coordinator for Commission;
- Handle all purchasing;
- Open and distribute incoming mail;
- Coordinate and handle equipment repairs and supplies;
- Assist with processing of Financial Disclosure Statements;
- Update website;
- Conduct training for lobbyists;
- Assist attorneys and Executive Director;
- Contact building landlord and repairmen regarding building, and
- Other duties as assigned.

Essential Requirements:

- Good writing and oral communication skills;
- Ability to use Access, Microsoft Word, Excel, Outlook, and Google WorkSpace applications;
- Ability to use Internet-based databases;
- Strong organizational skills, and
- Ability to work independently with little supervision.

Minimum Qualifications:

- Graduation from a standard four-year high school or the equivalent;
- Six years of full-time or equivalent part-time paid experience in secretarial work, two years must have included administrative support or complex clerical duties.
- **SUBSTITUTION:** Successful full-time study in an accredited college or university, or resident business or vocational school training.

How to Apply:

Applicants must send a resume to ellen.m.briggs@wv.gov

OR:

M. Ellen Briggs, Executive Assistant

WV Ethics Commission

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The Commission is an Equal Opportunity Employer (EOE).