STATE OF SOUTH CAROLINA

Commission for the Blind

1430 Confederate Avenue

Columbia, SC 29201

<https://www.careers.sc.gov>

INVITES APPLICATIONS FOR THE POSITION OF:

Vocational Rehabilitation Assistant

An Equal Opportunity Employer

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

**OPENING DATE:** 08/24/18 **CLOSING DATE:** 09/02/18 11:59 PM

**JOB TITLE:** Vocational Rehabilitation Assistant **CLASS CODE:** GA30

**POSITION NUMBER:** 60026674 **SLOT NUMBER:**

**STATE SALARY RANGE:**

 $22,182.00 - $41,046.00 Annually **AGENCY HIRING RANGE - MIN:**

**AGENCY HIRING RANGE - MAX:**

**LOCATION:** Greenwood County, South Carolina

**JOB TYPE:** FTE - Full-Time

**NORMAL WORK SCHEDULE:** Monday - Friday (8:30 - 5:00)

**RESIDENCY REQUIREMENT:**

**RESIDENCY REQUIREMENT SPECIFICS (IF ANY):**

**AGENCY SPECIFIC APPLICATION PROCEDURES:**

Please apply online. Contact 803-898-7297 if you need assistance with your application.

**JOB RESPONSIBILITIES:**

Perform secretarial and receptionist duties such as typing, transcribing, filing, and all other clerical procedures for the Vocational Rehabilitation Department in the Greenwood catchment area. Assists with administrative responsibilities of consumer related activities associated with case development for the Vocational Rehabilitation Department in the following counties: Abbeville, Greenwood, McCormick, Edgefield, Saluda, Anderson, Pickens and Oconee.

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

Experience in a relevant program area.

**PREFERRED QUALIFICATIONS:**

An Associate Degree and one year of clerical experience or a high school diploma and three years of clerical experience.

**ADDITIONAL COMMENTS:**

Ability to exercise discretion in interpreting and applying established departmental policies and procedures. Ability to understand and carry out complex oral and written instructions. Must be detailed oriented, a self-starter, familiar with office equipment, Microsoft Office products and database programs. Requires typing skills and knowledge of the SC Enterprise Information System (SCEIS) as it pertains to creating shopping carts for purchase orders. Employee must be able to effectively plan and organize and prioritize task completion according to VR schedules and goals. Excellent oral and written communication skills as well as interpersonal skills are also essential. Employee will be responsible for meeting all designated productivity standards in a quality manner with minimal supervision. Travel required and occasional overnight stay.

\*\*The entire application history should be included on the application. All sections under the Work Experience portion of the application must be completed. If the information is not listed, then your application may be considered incomplete. The words "See Resume" are not acceptable. A resume may not be substituted for the completed application. Your employment history should include volunteer work, military time and any time spent unemployed.\*\*

**The South Carolina Commission for the Blind provides affirmative action and equal opportunity in employment for all qualified persons regardless of race, color, veteran status, genetic information, sex -including the basis of pregnancy, childbirth, or related medical conditions, national origin, age, religion, disability or any other protected category.**

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: Job #80765

<https://www.careers.sc.gov> VOCATIONAL REHABILITATION ASSISTANT

OR LG

1430 Confederate Avenue

Columbia, SC 29201

Vocational Rehabilitation Assistant Supplemental Questionnaire

\* 1. Stop! All sections under the Work Experience portion of the application must be completed to include: Dates of Employment, Employer Name, Position Title, Address, Supervisor's Name, Phone Number, Website, Permission to Contact Employer field, Hours per week, and Number of Employees Supervised. If these sections are not completed, your application may be considered incomplete. The words "See Resume" are not acceptable. A Resume may not be substituted for your completed application. Your employment history should include volunteer work, military time and any time spent unemployed. Have you completed the entire application?

(Checkbox) Yes (Checkbox) No

\* 2. Do you have experience in a relevant program area?

(Checkbox) Yes (Checkbox) No

\* 3. If you answered yes to the previous question, please tell us how your level of experience relates to this program area.

\* 4. Please select your level of training and experience.

(Checkbox) A high school diploma and three years of clerical experience.

(Checkbox) An Associate Degree and one year of clerical experience.

(Checkbox) A Bachelor's Degree or higher.

(Checkbox) None of the above.

\* 5. Are you familiar with office equipment, Microsoft office products and database programs?

(Checkbox) Yes (Checkbox) No

\* 6. If you answered yes to the previous question, tell us about your level of training and experience related to office equipment, Microsoft Office products and database programs.

\* 7. How did you find out about this position?

\* Required Question