**Executive Secretary**

**Job Type** Full-Time Permanent

**Department** Not in the Classified Service, See Posting

**Closing 11/30/2021 5:00 PM Eastern**

**Nature of Work**

**West Virginia Board of Respiratory Care, Kanawha County -**  
  
The WV Board of Respiratory Care has an immediate opening for the position of **Executive Secretary**. This is a full-time position with state retirement, health, and leave benefits. This position is located at the Board office in Charleston.  
  
The Board is responsible for licensing Respiratory Therapists in WV; there are approximately 1,987 individuals under the oversight of the Board at any given time. The person in this position will be responsible for providing administrative and staff support to the Board President, Board, and committees. Duties include: board meeting preparations, minutes, review and process license applications and renewals for new and existing applicants, validate requirements and credentials of prospective licensees, interact and communicate effectively with the public and licensee by phone, email, and general correspondence, monitor disciplinary action deadlines, accounts payables, budget/appropriation, other administrative duties for the agency, provide for daily operation of the board office.   
  
Preferred Education: Bachelor's degree from an accredited college or university but will consider a minimum of 2-4 years of progressive administrative experience and responsibility in lieu of the four-year degree. The person is this position should have the ability to multi-task, available in office daily M-F, work independently, detail oriented with excellent organizational and time management skills, have excellent written and oral communication skills, and be proficient in Microsoft office. Familiar with OASIS and State Purchasing requirements would be most desirable.  
  
Salary Range 25 - 30K

Commensurate with Qualifications/Experience

How to apply: Please email cover letter and resume to [nancy.j.massey@wv.gov](mailto:nancy.j.massey@wv.gov) by N**ovember 30, 2021**. Applications may also be mailed to - Confidential, WV Board of Respiratory Care, 106 Dee Drive, Suite 1, Charleston, WV 25311.  
  
Contact information: Confidential, WV Board of Respiratory Care, 106 Dee Drive, Suite 1, Charleston, WV 25311. For additional information about the Board of Respiratory Care please visit our web page at [www.wvborc.com](http://www.wvborc.com)

This position is not civil service.