

West Virginia State Government Jobs

Why Choose Us?

The citizens of West Virginia expect and deserve the very best, most efficient services from their State government. That is why all State agencies are continuously looking for talented people who want to make a real difference in their community and State. As one of the largest, most diversified employers in the State, West Virginia State Government offers a broad range of opportunities to qualified individuals looking for a challenging career in public service. We encourage all qualified persons to apply for employment. It could be the state of a great future.

Benefits

Employees of the State of West Virginia receive a wide variety of financial and personal job benefits. These benefits are a significant part of employee "total compensation."

- Medical and Life Insurance
- Retirement Plan
- Deferred Compensation Plan
- Annual Increment Pay (tenure based)
- Holidays (12 per year)
- Vacation (15 to 24 days per year)
- Paid Sick Leave (18 days per year)
- Training Opportunities
- Flexible Work Hours/Schedules
- Direct Deposit, Credit Union

After You Apply

The names of all qualified applicants are added to a computer database. When job vacancies occur, the Division of Personnel refers names to hiring agencies in score order. Your opportunity for referral and interview depends not only on your score, but also on the number of other qualified applicants who are available and willing to work at the job location. You are eligible for possible referral for one year. You may reapply; however, there is a 60-day waiting period for written testing. Depending on hiring needs, your name may be referred to any of more than 50 State agencies. If you are referred for interview, the hiring agency will notify you. We encourage interested persons to contact individual agencies/facilities about their future or check out our website.

Job Opportunities

Because State government is so large and diverse, job opportunities are constantly changing. The State has a continuous need for workers in many fields, including:

- Health and Medical Services
- Information Technology
- Professional and Legal
- Clerical and Office Technology
- Finance and Accounting
- Engineering, Environmental
- Construction and Maintenance
- Social Services
- Natural Resources
- Corrections and Criminal Justice

How to Apply

- **Read the Announcements:** Announcements are descriptions of jobs that are open for application. These are issued when there are current or expected future job vacancies. Announcements contain the minimum job requirements and indicate any required examinations. Announcements are available on the Division of Personnel website. These may also be obtained by contact our office or from many Job Service Offices, school, and libraries. You may apply for any job for which you meet the minimum requirements.
- **Complete the Application:** You can now apply online at our website. The online application is easy and can speed processing. Just remember, the application represents you. It must be complete and accurate. Follow the instructions very carefully.
- **Submit your application:** Applicants who apply online should follow the instructions shown on our website. For jobs that require a written examination, no appointment is necessary. A photo ID is required and must be presented at time of exam. If you need accommodations for a disability, please call our office. If no written test is required, you may apply online. Scores for jobs that do not require a written test are based on a rating of your training and experience. You should receive a score notice in 3-6 weeks.

An Equal Employment Opportunity Employer

Applying Online for WV State Government Jobs

www.state.wv.us/admin/personnel

Step 1: Start at our website

Before you begin completing your online application, you should first review the job classes for which applications are currently being accepted. Once you log on to our website (above), click as follows:

- ‘State Government Jobs’
- ‘All Jobs Open for Application’

Scroll down and follow the instructions for reviewing the job classes alphabetically or by category. Make a list of job titles which interest you and for which you meet the minimum requirements.

Step 2: Create a Master Account

Choose one of the job titles for which you wish to apply, then click as follows:

- Click on the job title
- Click ‘Apply’ on the right side of the page
- Are you registered? If not, click ‘Create Your Account Here’
- Complete the information requested such as first and last name, phone number, address, username, and password. Be sure to remember your username and password for later use.
- Click ‘Save’

You will now be asked to actually log in with the user name and password you’ve just created.

Step 3: Create Your Master Application

To create your master online application, proceed as follows:

- Click on ‘Create Application’
- Choose a name for your application (see the online instructions for helpful information). Because you will reuse this master application, choose a unique name; DO NOT use the title of the job class.
- Type in the appropriate information to complete your application. The information you provide will be reviewed by our job counselors to determine if you meet the requirements of the job class(es) for which you apply.

For jobs where you have supervisory experience, list it as the first thing in the job description. Be sure to include dates and number of employees you supervised. Answer all agency-wide questions completely; also, make sure you have added your education, work experience, and any additional information needed to complete your application. To finalize your newly created master application, click “Confirm Application.” Once you’ve completed this step, you’ll be reminded of which job you are applying for and be given an opportunity to review your application for accuracy. To submit your application for this job title, click on “Confirm Application” and go to the “Certify & Submit” step. Review the instructions and click “Accept.” You will then be given the address for forwarding verifications of transcripts, licenses, degrees, DD214 forms, etc. An email notification will be sent to confirm that your application was received. If necessary, a link to our “Testing Locations and Schedules” will be included if a written test is required.

Applying for Additional Job Titles

To apply for any additional job classes, you may do so by going to the WV Jobs List. Should the “supplemental questions” be the same as the previous job, you can click on “populate” to use the same answers. You’ll be prompted by your recent application to use for the new job title. Follow the same procedure to confirm the application and to certify and submit it, and to click “Accept.” Each new job class you apply for will need to have your application attached to it. You will be able to retrieve your master application for this purpose.

More Information

Applicants cannot reapply for the same job class within 90 days. Testing for job classes on Public Service Announcements must be done within 30 days or by the final filing date, whichever is less. For questions, applicants may call one of our job counselors at 304-558-3950, ext. 57207. Counselors are available Monday through Friday, 8 A.M. to 5 P.M.

Visit Us: Monday through Friday, 8 A.M. to 5 P.M.... or

Write Us: WV Division of Personnel, State Capitol Complex, Building 6, Room 420,
1900 Kanawha Boulevard, East, Charleston, WV 25305-0139