

DATE: JULY 27, 2011

INS110053

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ADMINISTRATIVE SECRETARY
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
EXECUTIVE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL DIRECTION WILL PROVIDE ADVANCED LEVEL SUPPORT TO THE DEPUTY COMMISSIONER OF THE OFFICES OF THE INSURANCE COMMISSIONER. WILL SERVE AS LIAISON AND SUPPORT PERSON FOR VARIOUS INTERNAL AND EXTERNAL BOARDS. (INDUSTRIAL COUNCIL, HEALTH EXCHANGE BOARD, GO HELP, INSURANCE EXCHANGE BORAD, ACCESS WV ALL PLAYERS CLAIMS DATABASE). WILL ALSO ACT AS LIAISON FOR ALL SECTIONS OF THE OIC AND IS RESPONSIBLE FOR POLICY DETERMINATION IN SUPERVISOR'S ABSENCE. WILL COORDINATE OIC RESPONSIBILITES AND AGENDAS, TAKE MINUTES DURING MEETINGS, AND BE RESPONSIBLE FOR FOLLOW UP CORRESPONDENCE RELATED TO SUCH BOARDS. WILL BE REQUIRED TO INDEPENDENTLY DRAFT, COMPOSE AND TYPE, AND PROOFREAD CORRESPONDENCE IN A HIGHLY CONFIDENTIAL NATURE. MAY BE REQUIRED TO TO ATTEND MEETINGS TO TAKE NOTES OR PROVIDE INPUT ON BEHALF OF COMMISSIONER OR DEPUTY COMMISSIONER. REQUIRED TO REVIEW WORK OF DIVISION DIRECTORS FOR ACCURACY AND FORMAT. DRAFT CORRESPONDENCE RELATED TO ROUTINE INQUIRIES. MAINTAIN MAILING LIST, AND EMAIL LIST AND ENSURE INFORMATIONAL LETTERS FROM COMMISSIONER ARE MAILED AND DISTRIBUTED IN A TIMELY FASHION. RESPONSIBLE FOR TRACKING SENATE IN-HOUSE BILLS DURING LEGISLATIVE SESSION, AND KEEPING EXECUTIVE STAFF INFORMED OF THIS. WILL SERVE AS LIAISON IN COORDINATING WITH TRAVEL AGENCIES, COORDINATE MEETINGS WITH OIC STAFF AND NAIC FOR THE INSURANCE COMMISSIONER AND DEPUTY COMMISSIONER'S TRAVEL. COORDINATE WITH OIC STAFF ON PRESENTATIONS AND REQUIRED MATERIAL FOR EACH TRIP. WILL BE RESPONSIBLE FOR PROOFREADING PRESENTATIONS AND STATISTICAL INFORMATION FOR GRAMMATICAL ERRORS AND ACCURACY. MAINTAIN ELECTRONIC CALENDAR FOR THE INSURANCE COMMISSIONER

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AND DEPUTY COMMISSIONER, INCLUDING ALL TRAVEL ENGAGEMENTS AND ALL DAILY ACTIVITIES. RESPONSIBLE FOR SCHEDULING MEETINGS CONFERENCES, AND CONFERENCE CALLS AND LUNCHEONS FOR THE EXECUTIVE OFFICE WHICH INCLUDES HOSPITALITY ARRANGEMENTS, WHILE COORDINATING DATE, TIME, AND LOCATION. COMPLETE EXPENSE FORMS FOR REIMBURSEMENT FOR EXECUTIVE STAFF. COORDINATE WITH OIC STAFF AND NAIC TO ENSURE FUNDS ARE PROPERLY ALLOCATED AND REIMBURSED. ACT AS TIMEKEEPER FOR THE EXECUTIVE STAFF. WILL ORDER AND MAINTAIN OFFICE SUPPLIES. OPEN, DATE STAMP, SCREEN AND DISTRIBUTE MAIL. REQUIRES KNOWLEDGE OF AGENCY RULES AND REGULATIONS MUST HAVE THE ABILITY TO MAINTAIN DETAILED RECORDS AND EXCELLENT ORGANIZATIONAL SKILLS.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: 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 MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DEADLINE: AUGUST 07, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CAMMIE WHEELER
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS110053 ON APPLICATION