

DATE: DECEMBER 28, 2010
INS110021
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SECRETARY II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
INFORMATION TECHNOLOGY
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL DIRECTION WILL BE RESPONSIBLE FOR INCOMING CALLS/ROUTING FOR TWO DIVISIONS; INFORMATION TECHNOLOGY AND DOCUMENT AND IMAGING. RESPONSIBLE FOR INCOMING/OUTGOING CORRESPONDENCE AND DISTRIBUTION; MAINTENANCE AND SUPPLIES FOR TECHNOLOGY GROUP. SCHEDULES MEETINGS, TRAINING, FACILITY RESOURCES AND TRAVEL ARRANGEMENT FOR TECHNOLOGY MANAGEMENT; COORDINATES EVENTS WITH OTHER DIVISIONS WITHIN THE OFFICES OF THE INSURANCE COMMISSION AS WELL AS EXTERNAL AGENCIES INVOLVING TECHNOLOGY; WILL HAVE ACCESS TO BOTH INTERNAL AND EXTERNAL CONFIDENTIAL MATERIAL AND MUST MAINTAIN SECURITY; WILL PREPARE INITIAL HUMAN RESOURCE ACTION EMPLOYEE REPORTS/DOCUMENTS; MAINTAINS TECHNOLOGY POLICY AND PROCEDURE MANUALS AS WELL AS COORDINATING DISTRIBUTION OF AGENCY DIRECTED POLICY; ATTENDS AND RECORDS MEETINGS WHEN REQUIRED; AIDS DEVELOPMENT STAFF WITH CREATION OF TRAINING MATERIAL AND USER MANUALS FOR SYSTEM REQUIREMENTS (INTERNAL/EXTERNAL USE); LOGS INCOMING SYSTEM TECHNOLOGY REQUESTS AND DISTRIBUTION TO APPROPRIATE TEAM/AREA AND ACTS AS LAISON BETWEEN REQUESTORS AND ASSIGNEES; CREATION OF CORRESPONDENCE WITH MANAGERIAL SUPPORT; AND RESPONSIBLE FOR PROVIDING LIMITED TECHNOLOGY SUPPORT TO EXTERNAL USERS OF WEB APPLICATIONS.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING CLERICAL DUTIES AT THE OFFICE ASSISTANT III LEVEL, ENCOMPASSING A WIDE RANGE OF OFFICE PRACTICES, WHICH MUST HAVE INCLUDED TYPING, SCREENING AND ROUTING TELEPHONE CALLS AND CORRESPONDENCE, AND

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COMPOSING ROUTINE CORRESPONDENCE.
SUBSTITUTION: COLLEGE HOURS OR RELATED BUSINESS
SCHOOL OR VOCATIONAL TRAINING MAY BE SUBSTITUTED
THROUGH AN ESTABLISHED FORMULA FOR UP TO TWO YEARS
OF THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 009 \$22,584.00 - \$41,784.00

DEADLINE: JANUARY 08, 2011

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

PLEASE INCLUDE POSTING NUMBER INS110021 ON APPLICATION