

DATE: AUGUST 29, 2011
INS120007
PAGE: 1

SECRETARY II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
LEGAL
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION AT THE FULL-PERFORMANCE LEVEL, WILL PROVIDE WORKING KNOWLEDGE OF INSURANCE COMPLEX DATA HANDLING, INPUT AND ROUTING; COMPUTER EMAIL AND CALENDARING PROFICIENCY; ABILITY TO FOLLOW-UP ON WORK ASSIGNMENT. PROVIDE ADVANCED SUPPORT FOR ATTORNEYS, INVESTIGATORS AND PARALEGALS IN ENFORCEMENT AND COMPLIANCE UNIT OF LEGAL DIVISION. ROUTE AND INPUT COMPLEX REFERRALS AND ASSIGNMENTS FROM ALL WVOIC UNITS AND DIVISIONS FOR HANDLING PER WV CODE CHAPTERS 23 AND 33. CONFIDENTIAL AND SENSITIVE INFORMATION HANDLING. ABILITY TO MULTI-TASK IMPORTANT. REQUIRES ABILITY TO DIGEST AND REVIEW MULTIPLE AND LARGE AMOUNTS OF INFORMATION AND OBTAIN AN UNDERSTANDING OF INSURANCE REGULATORY PRACTICES; CONTINUAL NEED TO DOCUMENT AND TRACK CASES REFERRED TO THE UNIT; ABILITY TO PROCESS ROUTINE REPORTS AND SEARCH DATABASES FOR INFORMATION; CRITICAL ANALYSIS OF INFORMATION REQUIRED; ABILITY TO UNDERSTAND AND MAKE ASSIGNMENT DECISIONS BASED UPON SUBJECT MATTER; ABILITY TO FOLLOW-UP ON ASSIGNMENTS; WORK WITH PUBLIC, HANDLE, DISSEMINATE AND OTHERWISE UTILIZE COMPLEX LEGAL DOCUMENTS FOR NEEDS WITHIN UNIT; TRACK CALENDAR FOR APPOINTMENTS, CONFERENCE CALLS AND OTHER MEETING AGENDAS; ASSIST IN INFORMATION RETRIEVAL FOR OTHER UNIT REQUESTS. DRAFT AND COMPOSE WRITTEN CORRESPONDENCE TO WRITTEN INQUIRES; RESPOND TO TELEPHONE INQUIRIES; REQUIRE KNOWLEDGE OF SECTION POLICY AND PROCEDURES WILL SIGN, AS DIRECTED SUPERVISOR'S SIGNATURE TO ROUTINE CORRESPONDENCE AND REQUISITIONS AND OTHER DOUCMENTS; WILL ATTEND MEETINGS WITH OR ON BEHALF OF SUPERVISOR TO TAKE MINUTES AND NOTES. PROOFREAD CORRESPONDENCE FOR GRAMMAR AND COMPLETE TO FINAL FORM. ASSIST AS NEEDED IN THE

DATE: AUGUST 29, 2011
INS120007
PAGE: 2

PREPARATION OF EXPENSE REPORTS FOR UNIT STAFF.
MAINTAIN SUPERVISOR'S CALENDAR; CALENDAR
SEMINARS; CONTINUING EDUCATION CLASSES, MEETINGS;
AND SCHEDULED LEAVE.
WILL BE RESPONSIBLE FOR MANAGEMENT OF SUPERVISOR'S
E-MAIL AND DOCUMENTS. MAY ACT AS BACK UP TIME
KEEPER FOR UNIT ENTERING DAILY TIME AND PREPARING
MONTHLY TIMESHEETS AND MAINTAINING CONFIDENTIAL
SICK AND ANNUAL LEAVE RECORDS.

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
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: SEPTEMBER 09, 2011

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

PLEASE INCLUDE POSTING NUMBER INS120007 ON APPLICATION