

DATE: OCTOBER 31, 2011
INS120026
PAGE: 1

ADMINISTRATIVE SECRETARY
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
ADMINISTRATIVE SERVICES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL DIRECTION WILL ASSUME ADVANCE LEVEL SECRETARIAL AND ADMINISTRATIVE DUTIES UNDER THE GUIDANCE OF THE ADMINISTRATIVE SERVICES DIVISION DIRECTOR, AND SUPPORT FOR THREE OTHER DIVISION SUPERVISORS. IF TIME ALLOWS MAY BE REQUIRED TO ASSIST WITH SCANNING AND USING IVUE. WILL BE INVOLVED IN CONFIDENTIAL AND SENSITIVE ADMINISTRATIVE FUNCTIONS. WILL WORK CLOSELY WITH DIRECTOR TO SET PRIORITIES AND DEADLINES. WILL BE REQUIRED TO INDEPENDENTLY COMPOSE AND TYPE ROUTINE CORRESPONDENCE AND COMPOSE FORM LETTERS REQUIRING JUDGEMENT AND ORIGINALITY. SIGNS AS DIRECTED DIRECTOR'S NAME TO ROUTINE CORRESPONDENCE TAKE MINUTES DURING STAFF MEETINGS AND OTHER ADMINISTRATIVE MEETINGS AS INSTRUCTED BY DIVISION DIRECTOR AND TRANSCRIBE THE SAME. CONDUCT RESEARCH AND GATHER INFORMATION AND METHODICALLY ORGANIZE THE INFORMATION FOR SPECIAL ASSIGNMENTS. SCHEDULE MEETINGS AND CONFERENCES FOR THE DIVISION. UPDATE POLICY AND PROCEDURE MANUALS ACROSS AGENCY. CREATE AND UPDATE CHARTS AND SPREAD SHEETS FOR TRACKING PURPOSES. PREPARE REQUESTS FOR TRAINING AND TRAVEL FOR DIVISION. MUST HAVE THE ABILITY TO DEAL WITH THE PUBLIC IN EFFECTIVE COURTEOUS MANNER. REQUIRES KNOWLEDGE OF OFFICE EQUIPMENT, AGENCY RULES AND REGULATIONS, ABILITY TO COMPOSE CORRESPONDENCE INDEPENDENTLY, ABILITY TO GATHER INFORMATION THROUGH RESEARCH, ABILITY TO MAINTAIN DETAILED RECORDS. MUST BE ORGANIZED, AND UTILIZE TIME EFFICIENTLY, AND HAVE THE ABILITY TO PRIORITIZE AND MULTITASK.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: SIX YEARS OF FULL-TIME OR EQUIVALENT

DATE: OCTOBER 31, 2011
INS120026
PAGE: 2

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: NOVEMBER 11, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
Cammie Wheeler
PO BOX 50540
Charleston, WV 25305

PLEASE INCLUDE POSTING NUMBER INS120026 ON APPLICATION