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INS120043
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SECRETARY I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
OFFICE OF INSPECTOR GENERAL - IC
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, AT THE FULL PERFORMANCE LEVEL, WILL PROVIDE CLERICAL/ADMINISTRATIVE SUPPORT TO THE FRAUD UNIT'S 8 REGIONAL OFFICES OF INSURANCE COMMISSION, OFFICES OF THE INSPECTOR GENERAL, AND 7 SATELLITE OFFICES REQUIRING KNOWLEDGE OF UNIT POLICIES AND GUIDELINES. SUCCESSFUL CANDIDATE IS EXPOSED TO HIGHLY CONFIDENTIAL MATERIAL THROUGH THE TRANSCRIBING OF FRAUD INVESTIGATOR'S RECORDED INTERVIEWS OF SUSPECTS AND WITNESSES IN CRIMINAL INVESTIGATIONS; AND RECEIPT OF POSSIBLE INVESTIGATIVE REFERRALS VIA OF TELEPHONE CALLS REQUIRING CONSIDERABLE TACT AND DISCRETION TO ELICIT NECESSARY INFORMATION REGARDING POSSIBLE CRIMINAL ACTIVITIES. SCREEN, AND ROUTE CALLS. WILL COMPILE REPORTS USING CASE SPECIFIC RESEARCH OF CRIMINAL CASES; PROCESSING DATA INTO SPECIALIZED INVESTIGATIVE DATABASE; MAINTAINING CONFERENCE ROOM CALENDAR FOR SCHEDULED MEETINGS, INVTERVIEWS. OPEN, SCREEN, AND DATE STAMP AND DISTRIBUTE MAIL. WILL SIGN DIRECTOR'S NAME WHEN APPROPRIATE TO ROUTINE CORRESPONDENCE AS DIRECTED. WILL ROUTINELY COMPOSE LETTERS, ROUTINE CORRESPONDENCE AND PRINTED REPORTS REQUIRING JUDGEMENT AND ORIGINALITY. WILL RESPOND TO TO INQUIRIES AND CORRESPONDENCE WITH LAW ENFORCEMENT AND INSURANCE INDUSTRY PERSONNEL AND MUST HAVE KNOWLEDGE OF THE FRAUD UNIT'S POLICIES AND PROCEDURES. TREANSCRIBE FROM DICTATION EQUIPMENT INFORMATION GATHERED IN THE FIELD BY FRAUD INVESTIGATORS. WILL SERVE AS RECEPTIONIST. COMPILES, AND FILES SENSITIVE CRIMINAL INVESTIGATION REPORTS BY INSURANCE FRAUD INVESTIGATORS.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL

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OR THE EQUIVALENT.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT
PART-TIME PAID EXPERIENCE PERFORMING CLERICAL
DUTIES AT THE OFFICE ASSISTANT II LEVEL, INCLUDING
TYPING, WHICH MUST HAVE INCLUDED 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 008 \$21,504.00 - \$39,792.00

DEADLINE: SEPTEMBER 03, 2012

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

PLEASE INCLUDE POSTING NUMBER INS120043 ON APPLICATION