

DATE: APRIL 02, 2013
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OFFICE ASSISTANT III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
REVENUE RECOVERY
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION WILL PROVIDE ADMINISTRATIVE AND CLERICAL SUPPORT FOR THE REVENUE RECOVERY UNIT. WORK CLOSELY WITH THE STAFF AND SUPERVISORS IN THE UNIT. USE DISCRETION AND TACT IN THE HANDLING OF CONFIDENTIAL AND/OR SENSITIVE ISSUES. USE JUDGEMENT AS TO THE APPROPRIATE PROCEDURES TO COMPLETE COMPLEX ASSIGNMENTS. ANSWER THE TELEPHONE; SCREEN CALLS AND VISITORS OF THE UNIT. SCHEDULE APPOINTMENTS. COMPOSE AND TYPE CORRESPONDENCE. MAINTAIN OTHER UNIT RECORDS ARE APPROPRIATE. PROCESS RETURNED MAIL; INCLUDING RESEARCHING FOR NEW ADDRESSES AND RE-MAILING IF ADDRESSES ARE FOUND. UPDATE INJUNCTION INFORMATION IN APPROPRIATE DATABASES. DAILY SORTING AND DISTRIBUTION OF MAIL AND FAXES RECEIVED. FILE DOCUMENTS WHEN REQUESTED. UPDATE APPROPRIATE SOFTWARE PROGRAMS WITH LIEN AND LIEN RELEASE INFORMATION.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FOUR (4) YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING ROUTINE OFFICE WORK.
SUBSTITUTION: COLLEGE HOURS, RELATED BUSINESS SCHOOL, OR VOCATIONAL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

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

PLEASE INCLUDE POSTING NUMBER INS130033 ON APPLICATION