

DATE: JUNE 13, 2013
INS130049
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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 ANSWER TELEPHONE, SCREEN
CALLS. SCREEN MAIL. CONDUCTS BASIC STATISTICAL
RESEARCH TO COMPILE REPORTS. SIGNS DIRECTOR'S
NAME TO ROUTINE CORRESPONDENCE AS DIRECTED.
TRANSCRIBES FROM DICTATION EQUIPMENT. COMPOSES
FORM LETTERS AND ROUTINE CORRESPONDENCE. ACTS AS
RECEPTIONIST. COMPILE AND FILE SENSITIVE CRIMINAL
INVESTIGATION REPORTS BY INSURANCE FRAUD
INVESTIGATORS

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL
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: JUNE 24, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
PEGGY CARDEN
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS130049 ON APPLICATION