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ADMINISTRATIVE SERVICES MANAGER I
CRIMINAL JUSTICE/LAW ENFORCEMENT
EXEMPT POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
LEGAL
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: *****EXEMPT POSITION*****
UNDER ADMINISTRATIVE DIRECTION, MANAGES AN ORGANIZATIONAL UNIT (INVESTIGATIVE UNIT) PROVIDING ADMINISTRATIVE SUPPORT. GENERAL AND BROAD UNDERSTANDING OF INSURANCE REGULATORY LAWS AND PRINCIPLES REQUIRED. SUCCESSFUL CANDIDATE WILL REVIEW INVESTIGATIONS AND SUPERVISE INVESTIGATORS TO ENSURE PERFORMANCE IN A TIMELY MANNER AND ENSURE THE PREPARATION OF APPROPRIATE REPORTS. POSITION REQUIRES SUCCESSFUL CANDIDATE TO TRAVEL ON OCCASION TO FIELD OFFICES TO MONITOR FIELD INVESTIGATIONS. SUCCESSFUL CANDIDATE PREPARES REPORTS REFLECTING THE OPERATIONAL STATUS OF UNIT, AND HANDLES OWN INVESTIGATIVE CASES AND MAY HAVE TO TESTIFY IN COURT AND AT ADMINISTRATIVE HEARINGS. SUCCESSFUL CANDIDATE SHOULD HAVE KNOWLEDGE OF DOP RULES AND REGULATIONS AND EXPERIENCE SUPERVISING OTHERS. SUCCESSFUL CANDIDATE WILL SUPERVISE AND DIRECT THE WORK OF EMPLOYEES, DEVELOP EMPLOYEES, PLAN THE OPERATIONS AND PROCEDURES OF THE UNIT, EVALUATE UNIT OPERATIONS AND EVALUATE EMPLOYEES. LAW ENFORCEMENT, INTELLIGENCE OR INVESTIGATIVE BACKGROUND IS DESIRABLE.
OTHER JOB DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY WITH A DEGREE IN THE AREA OF ASSIGNMENT.
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY SUBSTITUTE FOR THE TRAINING REQUIREMENT ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID ADMINISTRATIVE OR SUPERVISORY

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EXPERIENCE IN THE AREA OF ASSIGNMENT.
SPECIAL REQUIREMENTS: A VALID WEST VIRGINIA
DRIVER'S LICENSE MAY BE REQUIRED.

SALARY: PAY GRADE 016 \$33,036.00 - \$61,128.00

DEADLINE: AUGUST 21, 2013

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

PLEASE INCLUDE POSTING NUMBER INS130062 ON APPLICATION