OFFICE ASSISTANT II
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 ANSWERS TELEPHONES, SCREEN CALLS, TAKES MESSAGES AND COMPLAINTS, GIVES GENERAL INFORMATION TO CALLERS WHEN POSSIBLE, AND SPECIFIC INFORMATION WHENEVER POSSIBLE. RECEIVES, SORTS, AND DISTRIBUTES INCOMING AND OUTGOING MAIL. OPERATES OFFICE EQUIPMENT SUCH AS CALCULATOR, COPY MACHINE, PERSONAL COMPUTER, AND CREDIT CARD MACHINE. TYPES A VARIETY OF DOCUMENTS FROM VERBAL AND WRITTEN INSTRUCTION. MAY COMPILE RECORDS AND REPORTS FOR SUPERVISOR. MAY BE INVOLVED IN CASH TRANSACTIONS, RECEIPTS, AND DEPOSITS. VARIOUS OTHER DUTIES AS RELATED TO OFFICE ASSISTANT II. SERVES AS BACK-UP FOR OFFICE ASSISTANT III.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN 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 005 $18,552.00 - $34,332.00

DEADLINE: SEPTEMBER 01, 2013

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

PLEASE INCLUDE POSTING NUMBER INS140005 ON APPLICATION