

DATE: OCTOBER 21, 2013  
INS140010  
PAGE: 1

ADMINISTRATIVE SERVICES ASSISTANT I  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE  
INSURANCE COMMISSION  
HUMAN RESOURCES  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER LIMITED SUPERVISION PREFORM ADMINISTRATIVE WORK IN PROVIDING SUPPORT SERVICES TO APPROXIMATELY 350 EMPLOYEES. COORDINATE AGENCY TRAINING AND DEVELOPMENT EFFORTS. COORDINATE CONFERENCES WITH OUTSIDE VENDORS FOR VARIOUS AGENCY DIVISIONS. RESEARCH ALTERNATE EDUCATION & TRAINING PROGRAMS AND ADVISE EMPLOYEES AND EDUCATION COMMITTEE OF COST EFFECTIVE METHODS. ATTEND MONTHLY TRAINING COORDINATORS COMMITTEE MEETINGS AND COMMUNICATE STATE TRAINING INITIATIVES TO AGENCY MANAGEMENT TEAM. RESPONSIBLE FOR NEW EMPLOYEE ORIENTATION, ANNUAL DRIVER SAFETY TRAINING, OFFICE OF TECHNOLOGY TRAINING, AND OTHER HUMAN RESOURCE RELATED TRAINING FOR AGENCY EMPLOYEES. COORDINATE THE USE AND RECONCILIATION OF THE AGENCY CORPORATE TRAVEL CARD. PROCESS AND TRACK EDUCATIONAL REIMBURSEMENTS FOR AGENCY EMPLOYEES. SERVE AS ADMINISTRATOR AND PROCTOR FOR FIVE ON-SITE TESTING ORGANIZATIONS. RESPONSIBLE FOR TRAINING RECORDS OF AGENCY EMPLOYEES. MANAGE ACCESS TRAINING DATABASE. ACT AS THE BACK-UP FOR THE AGENCY P-CARD COORDINATOR. WORK ON SPECIAL PROJECTS AS ASSIGNED BY MANAGER. CREATE AND UPDATE AGENCY'S SUPPORT RELATED FORMS. MAINTAIN THE ADMINISTRATIVE SERVICES PORTION OF THE AGENCIES INTRANET ENSURING DOCUMENTS ARE CURRENT AND UPDATED. ACT AS THE AGENCY FAMILY MEDICAL LEAVE CORRINATOR (FMLA) MONITORING LEAVE USAGE, COLLECTING REQUIRED DOCUMENTATION, ADHERE TO THE FEDERAL AND STATE GUIDELINES AS RELATED TO FMLA. COORDINATE AND REPORT PUBLIC SERVICE HONOREES AND EEO AFFIRMENTATIVE ACTION REPORTING. WILL BE RESPONSIBLE FOR VARIOUS ASPECTS OF THE STATE PAYROLL SYSTEM (EPICS) AND THE AGENCY'S INTERNAL HUMAN RESOURCES SYSTEM. OTHER ASSIGNMENTS WILL BE

DATE: OCTOBER 21, 2013  
INS140010  
PAGE: 2

FORTHCOMING WITH THE IMPLEMENTATION OF THE STATE'S ERP SYSTEM. ASSIST DIRECTOR WITH AGENCY POLICY REVISIONS AND DRAFTING OF NEW POLICIES AND PROCEDURES RELATED TO AREA OF ASSIGNMENT. MINIMAL OVERNIGHT TRAVEL IS REQUIRED. WILL BE REQUIRED TO ATTEND TRAINING TO STAY ABREAST OF CHANGES RELATED OT AREA OF ASSIGNMENT. WILL CROSS TRAIN WITH OTHER ASA I POSITIONS IN THE HR UNIT TO ENSURE CONSTANT COVERAGE IN THE EVENT OF ABSENCES OR VACATIONS  
SPECIAL REQUIERMENTS: CLOSE ATENDTION TO DETAIL, MEET DEADLINES, SPEAK IN FRONT OF EMPLOYEES, MAINTAIN STRICT CONFIDENTIALITY. KNOWLEDGE OF MS SOFTWARE. REQUIRES KNOWLEDGE OF WVFIMS, HRIS CRYSTAL REPORTING, KNOWLEDGE OF STATE PURCHASING DIV AND PERSONAL RULES AND POLICIES. MUST BE ABLE TO COMMUNICATE BOTH ORALLY AND IN WRITING. PREFERENCE WILL BE GIVEN TO INDIVIDUALS WITH THE KNOWLEDGE OF THE STATE'S P-CARD RULES AND REGULATIONS.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY. PREFERENCE MAY BE GIVEN TO CANDIDATES WITH A MAJOR IN THE AREA OF PUBLIC OR BUSINESS ADMINISTRATION, ACCOUNTING, INDUSTRIAL RELATIONS, COMMUNICATIONS OR RELATED FIELD.  
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED TRAINING.  
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN A TECHNICAL OR ADVANCED CLERICAL POSITION PROVIDING ADMINISTRATIVE SERVICES SUCH AS ACCOUNTING, BUDGETING, PROJECT MONITORING AND REPORTING, PERSONNEL, OR PROCUREMENT AND PROPERTY EXPERIENCE.  
MUST HAVE BEEN AT THE OFFICE ASSISTANT III OR ACCOUNTING ASSISTANT III LEVEL OR HIGHER.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF GRADUATE STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY IN ONE OF THE ABOVE FIELDS MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DATE: OCTOBER 21, 2013  
INS140010  
PAGE: 3

DEADLINE: NOVEMBER 01, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
KATHRYN MULLINS  
INSURANCE COMMISSION  
1124 SMITH STREET  
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS140010 ON APPLICATION