

DATE: DECEMBER 13, 2013
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INSURANCE PROG MGR
EXEMPT POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
CONSUMER SERVICE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: SPECIAL QUALIFICATIONS DESIRED: INSURANCE,
MANAGEMENT, AND CUSTOMER SERVICE BACKGROUND.
DETAILED JOB DUTIES:
EXEMPT FROM CLASSIFIED SERVICE
MANAGE THE CONSUMER SERVICE DIVISION OF THE
OFFICES OF THE INSURANCE COMMISSIONER. ASSIST
WV CONSUMERS WITH INSURANCE RELATED QUESTIONS AND
ISSUES. PROVIDE TECHNICAL CONSULTATION ON
INSURANCE MATTERS. PREPARE AND REVIEW
CORRESPONDENCE TO WV CONSUMERS ADDRESSING THEIR
QUESTIONS ON INSURANCE MATTERS. DELIVER PROMPT,
ACCURATE, AND COMPLETE SERVICES TO WV CONSUMERS.
STRONG COMMUNICATION AND WRITING SKILLS ESSENTIAL.
ABILITY TO WORK EFFECTIVELY WITH THE PUBLIC,
CO-WORKERS, AND LEGISLATORS.
RESPONDS TO WRITTEN OR ORAL INQUIRIES REGARDING
PROGRAM MATTER APPLYING STATE LAWS AND AGENCY
POLICIES AND PROCEDURES.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR
COLLEGE OR UNIVERSITY.
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY
SUBSTITUTE FOR THE REQUIRED TRAINING ON A YEAR-
FOR-YEAR BASIS.
EXPERIENCE: THREE YEARS OF FULL-TIME OR
EQUIVALENT PART-TIME PAID EXPERIENCE IN THE
INSURANCE INDUSTRY OR INSURANCE REGULATORY FIELD,
LAW, BUSINESS ADMINISTRATION, EDUCATION, OR
ADMINISTRATIVE CAPACITY.

SALARY: PAY GRADE 020 \$41,736.00 - \$77,220.00

DEADLINE: DECEMBER 24, 2013

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

PLEASE INCLUDE POSTING NUMBER INS140019 ON APPLICATION