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OFFICE ASSISTANT II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
OFFICE OF JUDGES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THE WV WORKERS' COMPENSATION OFFICE OF JUDGES IS LOOKING FOR AN INDIVIDUAL TO FILL AN OFFICE ASSISTANT II POSITION IN A FAST-PACED LEGAL ENVIRONMENT. THE SUCCESSFUL CANDIDATE SHOULD POSSESS STRONG ORGANIZATIONAL SKILLS AND BE DETAIL ORIENTED. THIS POSITION IS AN INTEGRAL PART OF THE OOJ SUPPORT UNIT AND THE ABILITY TO MULTI-TASK IS ESSENTIAL. THE EMPLOYEE WILL BE RESPONSIBLE FOR RETRIEVING ADMINISTRATIVE LAW JUDGE DECISIONS AND ORDERS FROM OUTSIDE VENDOR TRANSCRIPTION SOFTWARE AND SENDING NOTIFICATIONS TO THE JUDGES THROUGH OUR ADJUDICATION INFORMATION MANAGEMENT SYSTEM(AIMS). JOB DUTIES INCLUDE PREPARATION OF REPORTS IN EXCEL DOCUMENTING THE NUMBER OF PAGES OF DECISIONS AND ORDERS RECEIVED FOR EACH JUDGE BY CLAIM NUMBER FOR USE IN VERIFICATION OF VENDOR INVOICING. THIS EMPLOYEE WILL ALSO RETRIEVE HEARING TRANSCRIPTS FROM OUTSIDE VENDOR, MAKE COPIES AND MAIL TO ALL PARTIES AND SEND THE TRANSCRIPTS TO DOCUMENT & IMAGING FOR ARCHIVAL. WILL BE RESPONSIBLE FOR ASSISTING WITH ALL OUTGOING MAIL FUNCTIONS IN THE SUPPORT UNIT. MAY ASSIST WITH RESEARCHING ADDRESSES FOR RETURNED MAIL.

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

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DEADLINE: SEPTEMBER 21, 2014

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

PLEASE INCLUDE POSTING NUMBER INS150001 ON APPLICATION