

DATE: MARCH 16, 2015

INS150021

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ADMINISTRATIVE SERVICES ASSISTANT II
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 ADMISISTRATIVE DIRECTION, CANDIDATE WILL MANAGE AN ORGANIZATIONAL UNIT PROVIDING ADMINISTRATIVE AND SUPPORT SERVICES FOR 3 LOCAL OFFICES AND 7 FIELD OFFICES. PROVIDES MANAGEMENT AND SUPERVISION OF ADMINISTRATIVE AND TECHNICAL WORK THAT IS CARRIED OUT BY 5 STAFF MEMBERS. MANAGEMENT OF THE FOLLOWING ADMINISTRATIVE FUNCTIONS: WVOASIS TIMEKEEPING RECONCILIATION, FACILITIES MANAGEMENT, FIXED ASSETS, SURPLUS/ INVENTORY CONTROL, AND MAIL ROOM OPERATIONS. MANAGES DAILY OPERATION OF STAFF. SERVE AS THE AGENCY ASSET MANAGEMENT COORDINATOR, MAINTAINING THE AGENCY'S ASSETS AND SUBMITTING PROPER AND TIMELY INFORMATION TO WV SURPLUS PROPERTY PROGRAM. TRAIN EMPLOYEES WITHIN THE AGENCY ON THE PROCEDURES REGARDING THE CARE AND PROPER DISPOSITION OF ALL STATE-OWNED ASSETS AS OUTLINED IN THE WVSASP HANDBOOK. WORK WITH AGENCY DIRECTORS REGARDING SURPLUS PROPERTY. TAGGING ALL REPORTABLE ASSETS. ENTER FIXED ASSETS INTO THE WVOASIS SYSTEM. PREPARE ASSET MANAGEMENT CERTIFICATION COVER SHEET AND SUBMIT EACH YEAR AS REQUIRED. RETIREMENT OF EXPENDABLE COMMODITIES AS REQUIRED. COORDINATE WITH THE OIC IT DIVISION AND PROCUREMENT UNIT FOR PURCHASES AND MOVEMENT OF REPORTABLE ASSETS. COORDINATION OF IT EQUIPMENT FOR REMOVAL AFTER APPROVAL FROM WVSASP. ATTEND REQUIRED TRAINING TO STAY ABREAST OF PROPER METHODS AND PROCEDURES WHICH INCLUDES UTILIZATION OF THE WVOASIS SYSTEM. CONDUCT A COMPLETE INVENTORY EVERY 3 YEARS AS REQUIRED BY WV SURPLUS PROPERTY. MONTHLY/BI-MONTHLY AGENCY TIME RECONCILIATION, APPROVE, ADD, EDIT, VIEW AND SIGNOFF TIMECARDS FOR EMPLOYEES. CREATE, EDIT, AND VIEW SCHEDULES. ATTEND WVOASIS TRAINING FOR PROPER

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METHODS AND PROCEDURES. DEVELOP AND APPROVE FORMS AND SCHEDULES TO ENSURE EFFICIENT AND EFFECTIVE OPERATIONS. MAKES PERSONNEL DECISIONS REGARDING STAFF. PREPARES EMPLOYEE PERFORMANCE EVALUATIONS, MONITORS AND APPROVES LEAVE USAGE. COMPILE DATA AND PREPARE REPORTS RELATED TO THE OPERATIONS OF THE UNIT. WILL BE CAPITOL ACCESS CARD COORDINATOR. MUST HAVE VALID DRIVER'S LICENSE AND BE ABLE TO LIFT UP TO 50 POUNDS. MUST HAVE ABILITY TO WORK INDEPENDENTLY. PREFERENCE WILL BE GIVEN TO INDIVIDUALS WITH WVOASIS TRAINING IN THE AREA OF ASSIGNMENT.

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: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN A TECHNICAL OR PROFESSIONAL POSITION PROVIDING ADMINISTRATIVE SERVICES SUCH AS ACCOUNTING, BUDGETING, PROJECT MONITORING AND REPORTING, PERSONNEL, OR PROCUREMENT AND PROPERTY.
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 011 \$24,912.00 - \$46,092.00

DEADLINE: MARCH 27, 2015

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

PLEASE INCLUDE POSTING NUMBER INS150021 ON APPLICATION