

DATE: SEPTEMBER 09, 2015  
INS160006  
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SECRETARY I  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE  
INSURANCE COMMISSION  
OFFICE OF INSPECTOR GENERAL - IC  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: DUTIES: ANSWERS TELEPHONE, SCREENS CALLS, SCREENS MAIL. CONDUCTS BASIC STATISTICAL RESEARCH TO COMPILE REPORTS. SIGNS DIRECTOR'S NAME TO ROUTINE CORRESPONDENCE AS DIRECTED. TRANSCRIBES FROM DICTATION EQUIPMENT. COMPOSES FORM LETTERS AND ROUTINE CORRESPONDENCE. ACTS AS RECEPTIONIST. COMPILE AND FILE CRIMINAL INVESTIGATION REPORTS BY INSURANCE FRAUD INVESTIGATORS.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING CLERICAL DUTIES AT THE OFFICE ASSISTANT II LEVEL, INCLUDING TYPING, WHICH MUST HAVE INCLUDED SCREENING AND ROUTING TELEPHONE CALLS AND CORRESPONDENCE, AND COMPOSING ROUTINE CORRESPONDENCE.  
SUBSTITUTION: COLLEGE HOURS OR RELATED BUSINESS SCHOOL OR VOCATIONAL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR UP TO TWO YEARS OF THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 008 \$21,504.00 - \$39,792.00

DEADLINE: SEPTEMBER 21, 2015

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

PLEASE INCLUDE POSTING NUMBER INS160006 ON APPLICATION