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OFFICE ASSISTANT III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
CONSUMER SERVICE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: DUTIES: TRAIN AND SUPERVISE TWO CLERICAL EMPLOYEES. PLAN, ORGANIZE, ASSIGN AND CHECK CLERICAL WORK. MONITOR AND APPROVE LEAVE REQUEST. PREPARE CORRESPONDENCE ON COMPLAINT FILES. COMPOSE AND TYPE A VARIETY OF DOCUMENTS FROM VERBAL OR WRITTEN INSTRUCTION. ANSWER TELEPHONES, SCREEN CALLS, TAKE MESSAGES AND COMPLAINTS, GIVE INFORMATION TO CALLER REGARDING THE SERVICES AND PROCEDURES OF THE UNIT, AS WELL AS VARIOUS OTHER REQUESTS. TRANSFER CALLS TO CORRECT DEPARTMENT. SORT AND DISTRIBUTE INCOMING AND OUTGOING MAIL. MUST BE ABLE TO OPERATE OFFICE EQUIPMENT: COPY MACHINE, CALCULATOR, SCANNER, FAX OR OTHER AS NEEDED. GATHER, COMPILE AND MAINTAIN INFORMATIONAL REPORTS AND SPREADSHEETS. COORDINATE WITH SECRETARY ON IMAGING AND DATABASE SYSTEM FOR NEEDED UPDATE BY IT. PREPARE INFORMATION/EQUIPMENT FOR OUTREACH PROGRAMS. MONITOR AND EVALUATE OFFICE OPERATIONS. OTHER DUTIES AS ASSIGNED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FOUR (4) YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING 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 007 \$20,472.00 - \$37,884.00

DEADLINE: FEBRUARY 07, 2016

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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 INS160016 ON APPLICATION