

DATE: SEPTEMBER 08, 2016  
INS170006  
PAGE: 1

ADMINISTRATIVE SECRETARY  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE  
INSURANCE COMMISSION  
ADMINISTRATIVE SERVICES  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: EMPLOYEE WILL PERFORM ADVANCED LEVEL SECRETARIAL AND ADMINISTRATIVE DUTIES UNDER THE GUIDANCE OF THE HUMAN RESOURCES DIRECTOR. WILL BE INVOLVED IN CONFIDENTIAL AND SENSITIVE ADMINISTRATIVE FUNCTIONS. WILL WORK CLOSELY WITH DIRECTOR TO SET PRIORITIES AND DEADLINES. WILL BE REQUIRED TO INDEPENDENTLY COMPOSE CORRESPONDENCE AND LETTERS REQUIRING JUDGMENT AND ORIGINALITY. EXPECTED TO TAKE INITIATIVE TO RECOMMEND ACTIONS, OR TAKE ACTION IN MODIFYING OR IMPROVING UNIT PROCEDURES, POLICIES, RULES AND REGULATIONS. SIGN AS DIRECTED THE DIRECTOR'S SIGNATURE TO ROUTINE CORRESPONDENCE PROVIDE SUPPORT OFTEN IN MATTERS WHICH MUST REMAIN CONFIDENTIAL. CONDUCT RESEARCH AND GATHER INFORMATION AND METHODICALLY ORGANIZE THE INFORMATION FOR SPECIAL PROJECTS. SCHEDULE MEETINGS AND CONFERENCE FOR THE DIVISION. UPDATE POLICY AND PROCEDURE MANUALS ACROSS THE AGENCY. CREATE AND UPDATE CHARTS AND SPREADSHEETS FOR TRACKING PURPOSES. PREPARE REQUEST FOR TRAINING AND TRAVEL FOR DIVISION DIRECTOR AND OTHERS AS NEEDED. WILL BE A PCARD HOLDER AND ORDER ALL SUPPLIES AND OFFICE EQUIPMENT FOR THE DIVISION. EMPLOYEE MUST HAVE THE ABILITY TO COMMUNICATE EFFECTIVELY WITH THE PUBLIC, MANAGERS, SUBORDINATES, AND OTHER DIVISION PERSONNEL.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: SIX YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN SECRETARIAL WORK, TWO YEARS MUST HAVE INCLUDED ADMINISTRATIVE SUPPORT OR COMPLEX CLERICAL DUTIES.  
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT

DATE: SEPTEMBER 08, 2016  
INS170006  
PAGE: 2

BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE  
SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE  
REQUIRED EXPERIENCE.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DEADLINE: SEPTEMBER 20, 2016

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

PLEASE INCLUDE POSTING NUMBER INS170006 ON APPLICATION