

SECRETARY I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
LEGAL
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: JOB DUTIES: PROVIDES SUPPORT FOR GENERAL COUNSEL, ATTORNEYS, PARALEGALS, AND LEGAL INVESTIGATORS. MAINTAIN CONFIDENTIALITY AND PROVIDE RESEARCH FOR RECORDS ON PROJECTS AS NEEDED ON MATTERS OF A SENSITIVE NATURE. PREPARES DOCUMENTS FOR CLOSED CASES AND SCANNING. DRAFTS LETTERS AND MEMORANDUMS. ANSWERS PHONES, SCREEN CALLS, SEND/ DELIVER AND RETRIEVE FAXES. FOLLOWS-UP ON PENDING MATTERS FOR CASES AND ADMINISTRATIVE PROCEEDINGS AND CALENDARS DEADLINES, AS NECESSARY. TYPING OF TAPED OR RECORDED INTERVIEWS. USE OF I-SIGHT DATABASE. PROOFREAD CORRESPONDENCE, BASIC BOOKKEEPING, LEARN POLICIES AND PROCEDURES OF THE ORGANIZATION. OTHER DUTIES AS ASSIGNED.
OASIS PN 0704P00098

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 \$22,794.00 - \$42,168.00

DEADLINE: FEBRUARY 12, 2020

DATE: FEBRUARY 03, 2020
INS20004
PAGE: 2

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS
OFFICES OF THE INSURANCE COMMISSIONER
900 PENNSYLVANIA AVENUE
CHARLESTON, WV 25302

PLEASE INCLUDE POSTING NUMBER INS20004 ON APPLICATION