

DATE: MARCH 11, 2019  
INS190021  
PAGE: 1

OFFICE ASSISTANT III  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE  
INSURANCE COMMISSION  
FINANCIAL CONDITIONS  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: JOB DUTIES: UNDER GENERAL SUPERVISION, PERFORMS WORK AT AN ADVANCED LEVEL, RESPONSIBLE FOR COMPLEX CLERICAL TASKS, INTERPRETS OFFICE PROCEDURES, RULES AND REGULATIONS. INCLUDES: ANSWERING TELEPHONES, RESPOND TO PHONE/WRITTEN INQUIRIES AND EMAIL CORRESPONDENCE THAT MAY REQUIRE KNOWLEDGE OF SECTION POLICY, PROCEDURES AND GUIDELINES (INCLUDING INQUIRIES FROM THE GENERAL PUBLIC, AGENTS AND INSURANCE COMPANIES). MUST HAVE STRONG COMMUNICATION SKILLS. MUST BE ABLE TO ANALYZE AND REVIEW DOCUMENTS FOR ACCURACY AND INITIATES CORRECTION OF ERRORS. OBSERVE OFFICE PROCEDURES AND MAKE RECOMMENDATIONS TO IMPROVE PROCESSES. PROVIDE INITIAL REVIEW OF COMPANY APPLICATIONS TO ENSURE ALL REQUIRED DOCUMENTATION IS PROVIDED AND RECEIPT OF PROPER FEES. MAINTAIN OFFICE FILES. RESEARCH VARIOUS SOURCES OF DATA NEEDED FOR THE COMPIATION OF CERTAIN REPORTS (INCLUDING COLLECTING/COMPILING INFORMATION FOR MONTHLY REPORTS TO STATE AGENCIES AND MANDATORY ANNUAL REPORT). SCREEN, SCAN AND DISTRIBUTE MAIL. COMPOSE RESPONSES TO ROUTINE CORRESPONDENCE. UPDATE NAIC CODELIST. COMPLETE DAILY DEPOSIT OF ALL CHECKS RECEIVED AND INSURE FUNDS ARE ALLOCATED TO APPROPRIATE FUNDS. COMPOSE LETTERS OR OTHER DOCUMENTS FOR DIRECTOR'S SIGNATURE. CREATE CERTIFICATES OF DEPOSIT/COMPLIANCE FOR DOMESTIC INSURERS AND CERTIFICATE OF AUTHORITY FOR INSURANCE COMPANIES LECENSED OR REGISTERED IN THE STATE OF WV. MUST BE ABLE TO OPERATE OFFICE EQUIPMENT SUCH AS CALCULATOR AND COPY MACHINE. REQUIRES COMPUTER SKILLS WITH THE USE OF VARIOUS APPLICATIONS INCLUDING: MICROSOFT WORD, EXCEL AND SCANNING CABABILITIES. MUST BE ALBE TO MULTI-TASK. ASSIST WITH SPECIAL PROJECTS AND PERFORMS RELATED

DATE: MARCH 11, 2019  
INS190021  
PAGE: 2

DUTIES AS REQUIRED.  
OASIS POSITION NUMBER: 0704P00160

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: MARCH 22, 2019

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 INS190021 ON APPLICATION