

DATE: APRIL 08, 2021
INS21018
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OFFICE ASSISTANT III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
EXECUTIVE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, WILL PROVIDE GUIDANCE AND TECHNICAL ASSISTANCE TO STATE, COUNTY, AND MUNICIPALITIES ON FEMA REGULATIONS IN THE FLOODPLAIN. THIS POSITION WILL REQUIRE KNOWLEDGE OF THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP). WILL BE CONDUCTING TRAINING AND TECHNICAL ASSISTANCE TO FLOODPLAIN MANAGERS AND CONDUCT COMMUNITY ASSISTANCE CALLS, AND COMMUNITY ASSISTANT VISITS THROUGHOUT THE STATE'S 55 COUNTIES AND 214 COMMUNITIES. ENCOURAGEMENT WILL BE GIVEN TO COMMUNITIES TO BUILD A HIGHER STANDARD AND PARTICIPATE IN THE COMMUNITY RATING SYSTEM (CRS). WILL CONDUCT COMMUNITY OUTREACH/ADVERTISING ON FLOODPLAIN MANAGEMENT AND FLOOD INSURANCE, WILL MEET WITH VARIOUS AGENCIES AND COMMITTEES REGARDING FLOODPLAIN MITIGATION AND PREVENTION IN THE ABSENCE OF THE DIRECTOR. ASSISTANCE IS GIVEN IN UPGRADING FLOODPLAIN ORDINANCES AND MAP CHANGES, PERFORMING TECHNICAL WRITING FUNCTIONS, AND PROVIDING EXPERTISE TO AID COMMUNITIES ENFORCING AND MITIGATING FLOODPLAIN VIOLATIONS TO THE GREATEST EXTENT POSSIBLE. ATTENDANCE IS REQUIRED. TRAVEL IS REQUIRED. WILL BE REQUIRED TO PERFORM 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.

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SALARY: PAY GRADE 007 \$21,699.96 - \$40,145.04

DEADLINE: APRIL 19, 2021

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
DEBBIE PICKENS
900 PENNSYLVANIA AVENUE
CHARLESTON, WV 25302

PLEASE INCLUDE POSTING NUMBER INS21018 ON APPLICATION