

Job Opening

#16-02-The Oklahoma Insurance Department has a vacant TEMPORARY Mail Clerk position in the Comptroller Division. The hourly rate for this position will be \$12.00 an hour. This position will only need to be filled from as little as two months and could possibly last up to six months. **This position is open until filled.**

Submit Resumes by email to: angie.fields@oid.ok.gov

DEFINITION:

Under direction of the Comptroller, this position is responsible for processing incoming and outgoing mail and the initial processing of accounts receivables.

DUTIES AND RESPONSIBILITIES:

Open and sort incoming Department mail.

Scan checks into the Department's accounting system.

Timely delivery and pick up of Department mail.

Provide daily courier service for the Department to the bank and Post Office.

Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Must be able to lift up to 50 pounds. Must be able to handle confidential information with tact and discretion. Must be able to learn to operate mailroom folding machine and postage meter.

EDUCATION AND EXPERIENCE:

High school diploma or GED required.

ADDITIONAL REQUIREMENTS: Must have valid drivers license and clean driving record. **MUST PASS BACKGROUND CHECK.**

NOTE: Employees of the Oklahoma Insurance Department cannot have an immediate relative who is financially interested, directly or indirectly, in any insurer, agency or insurance transaction (except as a policyholder or claimant). The selected applicant must not have a felony conviction and must pass a background check. Individual may be required to pursue NAIC designations as job duties require.