

## MEMORANDUM

DATE: May 10, 2012  
TO: All Employees  
FROM: Paul Wilkening, First Deputy Commissioner  
RE: Position Vacancy Notice #12-015

There is a vacant Financial Specialist position in the Bail Bonds division. Anyone interested in applying for the position must submit a resume to the Oklahoma Insurance Department (OID) HR Division. A copy of the job description is enclosed. Other relevant information is listed below:

Type of Position: Financial Specialist  
FLSA Status: Non-Exempt  
Job Description: See enclosure  
Salary Range: \$28,000 to \$32,000  
No. of Vacancies: One (1)  
Location of Work: Bail Bonds Division  
Posting Deadline: 5:00 pm., May 17, 2012  
Supervisor: Carol Ryan

Enclosure – Job Description

## **DEFINITION**

Under administrative direction, performs routine and repetitive clerical, bookkeeping and data entry. Work is checked periodically during performance of the work and upon completion.

## **DUTIES AND RESPONSIBILITIES:**

- Answers telephone, answer general questions regarding bail bond division procedures and bail bond laws, route calls to appropriate staff.
- Analysis of assigned monthly reports for accurate and complete computations, prepares correspondence as needed and checks second reviews as needed.
- Analysis of monthly report data with data received from district court clerks.
- Review and approve company appointments and cancellations for assigned companies. Notifies district court clerks of approvals.
- Assist with license application, license renewals, and consumer complaints.
- Operates computer, ten-key, and other common office equipment.
- Performs related work as required or assigned.

## **KNOWLEDGE AND SKILLS:**

- Knowledge of telephone etiquette and procedures.
- Effective time organization and management.
- Ability to establish and maintain effective relationships with others, to understand the basic functions of other divisions within the department, and to deal tactfully with the licensees and public.
- Excellent communication skills, both oral and written and proven ability to multitask.
- Ability to deal with difficult people and maintain a professional attitude.
- Working knowledge of computers and computer software, specifically Microsoft Windows products including but not limited to Microsoft Excel, Word, Adobe and Outlook.

## **EDUCATION AND EXPERIENCE:**

Associate degree in any field or an equivalent combination of education and experience substituting each year of related experience for each year of education.

**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.

Employees of the Oklahoma Insurance Department are unclassified employees of the state. For benefits offered by the State of Oklahoma to all employees, please use this link to access the Oklahoma Office of Personnel Management benefits page at [http://www.opm.state.ok.us/html/employee\\_benefits.htm](http://www.opm.state.ok.us/html/employee_benefits.htm).