

Job Opening

#12-017-The Oklahoma Insurance Department has an opening in the Agents Licensing Division for an Administrative Assistant. The salary range is \$25,000 to \$30,000. **Submit résumés by 5:00 p.m., June 15, 2012.**

Oklahoma Insurance Department
Attn: Human Resources
3625 NW 56th St, Ste 100
Oklahoma City, OK 73112
by e-mail to: humanresources@oid.ok.gov

Definition:

This position is responsible for performing clerical duties and providing administrative support to the Licensing Division. Distribute mail, sources checks and orders office supplies. Input data into electronic licensing system to maintain correct records. Maintain filing system and updates licensing records for various activities. Respond to requests to provide study materials to individuals and business entities outside the Insurance Department.

Duties and Responsibilities:

Perform a variety of administrative tasks for the Licensing Division. Input and update data in the electronic licensing system to maintain individual and business entity license records. Collect, open, sort and distribute mail, source incoming revenue. Become familiar with the job duties and responsibilities of other licensing and education division employees.

Enter and retrieve information using a personal computer or other data processing equipment through several software applications.

Conduct and maintain inventory of publications, forms, equipment, supplies and other materials as needed. Read through, sort and respond to a large volume of emails.

Provide assistance to Licensing Division supervisor and Licensing Administrators.

Other duties as assigned

Knowledge, Skills and Abilities:

Must be organized and have knowledge of office methods and procedures; of grammar, punctuation, spelling and basic mathematics. Applicant must have proper telephone etiquette along with the ability to work office machinery such as copy/fax machines. Ability to use Microsoft Excel, Access and Word and be able to follow oral and written instructions. Must be able to establish and maintain effective working relationships. Must be able to listen to a customer and understand various customer needs.

Education and Experience:

Minimum of three years clerical office experience or an equivalent combination of education and experience. Prior background in insurance industry would be helpful.

Employees of the Oklahoma Insurance Department are unclassified employees of the state. To see a complete list of benefits offered by the State of Oklahoma to employees of the state click on the following link.

http://www.ok.gov/opm/HR_and_Employee_Services/index.html

“Affirmative Action/Equal Opportunity Employer”

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.