Job Opening

The Oklahoma Insurance Department has an opening in the Real Estate Appraiser Board Division for an Administrative Officer. The salary is $25,000 to $33,000. Submit resumes by October 17, 2012

Oklahoma Insurance Department
Attn: Human Resources
Five Corporate Plaza
3625 NW 56th St, Ste 100
Oklahoma City, OK 73112
Or
Human.Resources@oid.ok.gov

DEFINITION:

Under general supervision, this position will be responsible for providing administrative support to the Real Estate Appraiser Board division of the Oklahoma Insurance Department by performing general office and specialized duties relating to real estate appraisers and their activities.

DUTIES AND RESPONSIBILITIES:

- Performs general office and secretarial duties, including but not limited to; opening mail, sorting and filing tasks; answering the phone, takes messages, and disseminates information; posts and records data.
- Maintains various records and files, such as course completion rosters, certificates, databases, and other information, manually and electronically.
- Enters and retrieves information using personal computer and receives and reviews coded and uncoded source documents; proofs previously entered data and makes routine corrections.
- Reviews and processes new and renewal applications for licensing candidates. Initiates and conducts verbal and written communications with applicants to obtain required information for compliance with statutes, policies and procedures throughout the application process.
- Responds to external inquiries and requests for information or assistance, verbally and in writing.
- Coordinates with the Board members and other interested parties in the area of work product review.
- Provides assistance in compliance with applicable statutes, rules and criteria.
- Provides point of contact for course providers and Board committee persons in the education provider, course, and instructor approval process.
- Serves as the Board's Secretary and prepares minutes of Board sessions
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of administrative and clerical procedures, managing files and records, transcription, and other office procedures and terminology. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and

grammar. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Must have ability to understand statutes, policies and procedures, and to apply them to conduct the business of the department. Ability to communicate effectively, verbally and in writing, as appropriate for the needs of the audience; to establish and maintain effective relationships with others; to work in a team environment; to manage time effectively; and to multitask. Proficient in MS Word, Excel, and Outlook. AS400 preferred.

EDUCATION AND EXPERIENCE:

One (1) year of college required, Associates Degree preferred. Must have five years of technical clerical experience, or an equivalent combination of education and experience, substituting one (1) year of college or vocational training for one year of experience. Preference will be given to applicants with experience in the area of Real Estate.

ADDITIONAL REQUIREMENTS:

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 be willing to travel, 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 employees of the state, please use this link to access the Oklahoma Office of Personnel Management benefits page at http://www.ok.gov/opm/HR_and_Employee_Services/index.html. "Affirmative Action/Equal Opportunity Employer"