# JOB OPPORTUNITY

## CALIFORNIA STATE DEPARTMENT OF INSURANCE

## OFFICE TECHNICIAN (TYPING)
## $2,598 - $3,157
## LICENSING COMPLIANCE AND BUSINESS PROCESS BUREAU
## SACRAMENTO

**RESPONSIBILITIES:** Under the direction of the Chief of the Licensing Compliance and Business Process Bureau or his/her designee, the Office Technician performs a variety of duties relating to the Bureau's intake process, case tracking, and case management system. This includes the processing, tracking, and case management of special surplus line filings and fees for surplus lines companies as filed with CDI and forwarded to the Surplus Lines Association of California ("SLA"). It also includes the processing of routine insurance company officer and director changes and updates by inputting background information into a special data base.

**DESIRABLE QUALIFICATIONS:** Candidates should possess the ability to work independently, work cooperatively with others, and deal tactfully with the public; have good interpersonal skills; good verbal and written communication skills; good grammar and spelling; good typing skills, and good computer skills including knowledge of computer applications such as Microsoft Word, Excel, and Outlook; be dependable; exercise good judgment; be able to handle multiple assignments efficiently and in a timely manner in a fast paced environment; have good attendance; and the ability to lift 40 pounds.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Office Technician (Typing) level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply**.** Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Ida Amaro, Licensing Compliance and Business Process Bureau, Department of Insurance, 320 Capitol Mall, Sacramento, CA 95814. **PLEASE INDICATE "OFFICE TECHNICIAN (TYPING) #147-1139-001" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3005.

FINAL FILING DATE: May 21, 2007

**NOTE:** **Interested individuals must submit their application by the final filing date in order to be considered for this position.**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**



AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.