JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE ASSISTANT (G)
$1,775 - $2,370
RATE FILING BUREAU
WORKERS' COMPENSATION
LOS ANGELES

RESPONSIBILITIES:
Act as a primary contact with members of the public requesting rate filing information; ensure smooth and efficient operation of the public viewing room; directly assist members of public with requests to view rate filings, copy filings, and retrieve appropriate data from the Internet website and integrated database; provide clerical support to rate analysts and bureau chiefs; intake and data entry of new rate filing information; data entry and coding of approved/closed rate filings; set up new filing folders; distribution of filing correspondence; purge old files, and copy/scan new filings.

DESIRABLE QUALIFICATIONS:
The successful candidate must have good computer knowledge and experience including word processing; good public contact; written and verbal communications skills; demonstrated ability to exercise tact, diplomacy and good judgment at all times and to exercise a high degree of initiative; ability to maintain a courteous professional demeanor and work as a team member; ability to answer questions from the viewing public, insurance company executives, and department executive staff.

WHO MAY APPLY:
Applications will be accepted from current State employees at the Office Assistant (General) level, those within transfer range, or individuals who have 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. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:
Send a completed standard State of California application to Shari Yamamoto, Department of Insurance – Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Office Assistant (G), #328-1441-XXX – Rate Reg." on the State application.** For additional information, please call (916) 492-3418.

FINAL FILING DATE: Until Filled

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

2/9/00

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.