

Job Description

Job Title Staff Assistant

Job ID 7692

Date Opened 07/01/2019

Date Closed 07/15/2019

Location 1050 1st Street, NE

Full/Part Time Full-Time

Type of Appointment Career Service - Reg Appt

Regular/Temporary Regular

Agency SR

Insurance, Securities and Bank

Area of Consideration Open to Public

Grade 09

Bargaining Unit CH11

Non Union - Chapter 11

Minimum Range \$49,570.000000

Maximum Range \$63,835.000000

Target Openings 1

Available Openings 1

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General Job Information

Job Summary

This position is located in the Department of Insurance, Securities and Banking. The incumbent serves as a Staff Assistant to the Associate Commissioner(s) of Insurance, Securities and Banking. The Department is responsible for administering District of Columbia insurance and securities laws. In carrying forward this responsibility the department exercises statutory authority through licensing, financial audit of companies, rate regulation, servicing consumer service requests and administration of premium and retaliatory tax laws. As a Staff Assistant, the incumbent operates with a broad delegation of authority to carry out assigned duties on behalf of the Associate Commissioner(s) relating to the daily operations of the Department.

Duties and Responsibilities

Researches information, compiles statistics, and gathers, computes and analyzes various data and sources; prepares various complex reports, summaries, or replies to inquiries; advises and directs other support staff in the department/division; relieves administrator of some administrative responsibilities; assists Associate Commissioner(s) and staff in problem solving, project planning, and development and execution of stated goals and objectives; and interprets and communicates departmental/division policies, procedures, rules and regulations.

Performs other duties and responsibilities which may include: taking minutes, answers telephones; directs visitors; resolves or refers a range of complex administrative problems and inquiries; serves as a liaison with other departments and external constituencies in the resolution of matters concerning the activities and operations of department/division.

Qualifications and Education

Applicants must have at least one (1) year of specialized experience equivalent to the CS-07 grade level in the District of Columbia government service, or equivalent public or private sector. Specialized experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Preferred intermediate proficiency with windows, Microsoft word, Outlook and Excel.

Licenses and Certification

None.

Working Conditions/Environment

The work is typically performed in an office setting. The incumbent may be required to carry and lift light items such as books and files weighing no more than 25 lbs.

Other Significant Facts

Promotion Potential: Promotion potential to grade 11

Duration of Appointment: Career Service - Regular Appointment

Pay Plan, Series and Grade: CS-301-9

Collective Bargaining Unit (Non-Union): This position is not in a collective bargaining unit.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.