OVERALL RESPONSIBILITY

Under general supervision, responsible for performing clerical work of above average difficulty, relating to the District’s self-funded workers’ compensation and restitution programs.

SPECIFIC RESPONSIBILITIES

1. Receive, initiate fact-finding, accept and process worker’s compensation accident reports.
2. Perform reporting and statistical requirements on personal liability claim files.
3. Maintain District’s Bloodborne, Hazardous, Injury and Illness, and EAP programs and prepare required statistical data.
4. Maintain District’s restitution program and prepare required statistical data.
5. Respond to inquiries from injured workers, physicians, attorneys, investigators, and claims representatives, as appropriate, regarding worker’s compensation matters.
6. Receive, audit and process temporary disability payments.
7. At direction, contact employers, school staff medical facilities, adjusters and others, regarding medical and work status of claimants.
8. Coordinate issuance of certificates of insurance and provide related assistance for school and District activities.
10. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
11. Perform other related duties as assigned.

SALARY

Classified Unit Salary Schedule – Range 31

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:
Ability to activate a personal computer and load software from a disk and/or CD-ROM. Ability to enter requisitions, purchase orders and receipts into a computer, and verify quantities and prices. Knowledge of and ability to use e-mail and calendaring programs. Knowledge of and ability to use word processing, database and spreadsheet programs to develop and produce correspondence, reports, publications, presentations and projects. Ability to create and initiate a mail merge using a word processing program. Ability to access the Internet using a search tool or Web address to locate information, bookmark and print electronic information. Knowledge of letter and report writing techniques. Knowledge of modern office methods and practices.
QUALIFICATIONS (continued)
Knowledge/Ability
- Ability to perform a variety of highly responsible tasks with speed and accuracy.
- Ability to perform basic arithmetic calculations with speed and accuracy.
- Ability to develop and maintain spreadsheets using district-supported computer software.
- Ability to perform a variety of difficult clerical and financial record keeping work exercising judgment and knowledge of the subject matter.
- Ability to establish and maintain accurate records and files.
- Ability to operate modern office equipment (e.g., ten-key calculator, duplicating machine, fax machine, etc).
- Ability to express initiative, adaptability, and confidentiality.
- Ability to analyze situations and take an effective course of action.
- Ability to use correct English grammar, syntax, spelling, and punctuation.
- Ability to compose correspondence, memoranda, bulletins and reports, independently using correct English grammar, syntax, spelling, and punctuation.
- Ability to understand and carry out oral and written instructions given in English.
- Ability to independently assemble, interpret, and organize information and financial and statistical data for reports, manuals, and schedules.
- Ability to screen a volume of communication and discriminate between routine and priority matters.
- Ability to communicate and maintain cooperative relationships with those contacted in the course of work.
- Ability to work cooperatively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness.
- Knowledge of general first aid procedures, if assigned to a school site.

Desirable Qualifications:
- Knowledge of and ability to use graphics and desktop publishing programs to develop and produce correspondence, reports, publications, presentations, and projects.
- Knowledge of school operation, policies, regulations, and procedures.

Experience
Minimum Requirement:
Three (3) years accounting, bookkeeping, clerical, secretarial experience performing complex work tasks.

Education
Minimum Requirement:
Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

Desirable Qualification:
Two (2) years college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

License/Certificate
Minimum Requirement:
Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

Physical Characteristics
With or without the use of aids:
- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.
Physical Characteristics (continued)

With or without the use of aids:
Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
Sufficient physical ability to sit or stand for prolonged periods of time.
Sufficient ability to reach horizontally and vertically with arms.

REPORTS TO:

Director, Risk Management

H.R. Approved: 7/28/06
Cabinet Approved: 7/20/06
Unit Approved: 7/31/06
Board Approved: 8/14/06