

## COLTON JOINT UNIFIED SCHOOL DISTRICT

Salary Range: 44

### CLASS TITLE: RISK/SAFETY & BENEFITS ASSISTANT

#### BASIC FUNCTION:

Under the direction of an assigned supervisor perform a variety of complex technical and clerical duties in support of the Risk Management and Benefits department; provide clerical and technical support to the administrator and other department staff; maintain confidential information.

#### REPRESENTATIVE DUTIES:

Perform a variety of complex technical and clerical duties in support of the Risk Management and Benefits department; assist Benefits and Risk Management Technicians as assigned. *E*

Provide information to District personnel regarding Health Benefits, Risk/Safety, Worker's Compensation and Liability policies and procedures. *E*

Communicate with District personnel, doctors, lawyers, claims adjusters, vendors and outside agencies to request or provide information according to established procedures; assure timely communications between the office, other District departments and outside vendors. *E*

Provide clerical and technical support to the administrator and other department staff. *E*

Greet and assist visitors to the department; answer telephones and screen calls; provide information and/or direct callers and visitors to appropriate personnel. *E*

Receive, open, sort, screen and distribute incoming and outgoing mail; post notices and distribute flyers. *E*

Compose a variety of written materials such as letters, memoranda, bulletins, or reports from notes, straight copy or rough draft, and verbal instructions. *E*

Create and maintain a variety of detailed and complex computerized and manual records, files, and logs for health benefits, workers' compensation and liability claims; input data into the computer. *E*

Review documents for accuracy, completeness, and conformance to established procedures. *E*

Prepare materials for meetings; duplicate documents; package and distribute completed copies. *E*

Research and compile information from a variety of sources, compute statistical data and prepare complex reports as required by district, county, state or Federal regulations. *E*

Maintain a calendar of meetings, conferences, and appointments; schedule meetings and prepare agendas; prepare and send out notices. *E*

Track and maintain employee attendance records; prepare and submit employee attendance reports according to established procedures. *E*

Maintain confidentiality of a variety of sensitive materials and information. *E*

Order, store, receive, organize and distribute materials, equipment, and supplies; maintain supply and material inventory of department; input requisitions. *E*

Record expenditures and assist in monitoring assigned budgets; prepare financial reports and reconcile the department bank account as assigned. *E*

Operate a variety of office equipment including a computer and assigned software, printer, copier, and fax machine. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Policies and procedures of the Risk/Safety, Benefits and Liability office.
- Benefits, Worker's Compensation, Health and Safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer terminal and data entry techniques.

ABILITY TO:

- Provide support to the supervisor in the Risk/Safety & Health Benefits office.
- Provide information to others regarding Risk/Safety policies and procedures.
- Learn and apply legal mandates, policies, rules and operational procedures.
- Perform various clerical and secretarial functions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Type at an acceptable rate of speed.

**EDUCATION AND EXPERIENCE:**

Education: High School graduate or the equivalent. Proof required.

Experience: Three years general clerical experience. One year of experience working in one or more of the following areas is preferred: health benefits, risk management/safety, liability or worker's compensation. ***Must be proficient with Microsoft software, including but not limited to, Word, Excel, Outlook, and Powerpoint.***

Testing: Passing scores on the District Risk/Safety and Benefits Assistant, Letter Formatting, and Proofreading tests and a typing/keyboarding speed of 40 wpm.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.