

MODESTO CITY SCHOOLS

JOB DESCRIPTION

RISK MANAGEMENT ASSISTANT

DEFINITION:

Under the direction of the Director of Risk Management, provide clerical support for District's Risk Management programs and services; coordinate efforts and maintain the District's Restitution and Worker's Compensation programs; support health benefits services for employees and retirees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide administrative and clerical support for the District's Restitution and Worker's Compensation programs.
- Prepare, maintain and record Restitution deposits and refund requisitions.
- Ensure effective management of District's Bloodborne program and EAP program.
- Maintain restitution program and prepare required statistical data.
- Maintain active relationship and communication with Book Room clerk.
- Receive, audit and process temporary disability payments.
- Adjust and update student information utilizing data management program to reflect accurate accounts and reflect modifications.
- Operate a variety of office equipment including a computer and assigned software to enter requisitions, purchase orders and receipts.
- Prepare and maintain a variety of requested and mandated records, files and reports related to assigned activities.
- Conduct periodic analysis and reporting of claims and losses.
- Drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and three (3) years accounting, bookkeeping, clerical, secretarial experience performing complex work tasks.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.
- Two years college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.
- Valid California Class C Driver's License. Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

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.

- Two years college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

Knowledge of:

- Summary plan descriptions and vendor contracts.
- Organizational policies, rules and regulations related to risk management and insurance functions.
- Rules and regulations of FMLA, COBRA and State requirements.
- Accounting practices and procedures.
- Processing of various claims and lawsuits.
- Operation of a computer and assigned software.
- Interpersonal skills including tact, patience and courtesy.
- Record-keeping and filing techniques.
- Research methods and report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Mathematical computations.

Ability to:

- Interpret and understand internal policies and procedures.
- Maintain confidentiality of sensitive information.
- Plan and organize work.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Operate a computer and other office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Prepare and maintain records, reports, forms and files.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.

Hazards:

- Contact with dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 7/20/2006

Unit Approved: 7/31/2006

Board Approved: 8/14/2006

FLSA Status: Non Exempt

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