



Central Region
School Insurance Group

Job Description—Administrative Assistant

Location: CRSIG Office – 1120 Tully Road, Modesto, CA 95350

Job title: Administrative Assistant

Reports to: Executive Director

Type of position:

☒ Full-time

☐ Part-time

Hours: 40/week **Days:** 261 days/year

☒ Paid Holidays ☒ Paid Sick Leave ☒ Paid Vacation

☒ Health & Welfare Benefits

General Description:

Under supervision of the Executive Director, the Administrative Assistant performs a wide variety of highly responsible, confidential and complex administrative, secretarial duties and customer service functions. The Administrative Assistant serves as a liaison with the public, vendors, board members, districts, covered employees, retirees and their dependents.

Essential Job Tasks:

- Update and maintain the CRSIG website.
- Maintain office equipment (copiers, fax, printers, computer server); insure equipment is supplied and operational
- Program and operate multi-line telephone system/voice mail.
- Order, unpack, organize all supplies, kitchen and office
- Maintain office and training calendars and schedules
- Arrange appointments and travel reservations
- Ensure back-up of computer network
- Maintain databases and filing systems with current information for member district /vendors.
- Assist in management of the building by working with service vendors for building janitorial services and maintenance
- Perform reconciliation of dental and vision program member billings
- Assist with accounting duties as needed
- Manage and maintain JPA Member Management System
- Operation of office audio/visual equipment for meetings and trainings.

⇒ Special Yearly Projects including:

- Updating Representative, Alternate, Contact, Committee Rosters
- Assist with collection of renewal underwriting data
- Assist with Open Enrollment for benefit plans; calendar meeting dates; file; answer member questions
- Act as the Filing Officer for Conflict of Interest filings

⇒ Assist Executive Director with:

- Correspondence dissemination
- Executive Committee and Joint Powers Board Meeting Agendas
- Coordinate meeting locations and catering for Joint Powers Board and Planning Meetings.
- Keep accurate minutes of all Executive Committee, Joint Powers Board and Committee meetings.
- Keep District Board Resolutions current—Obtain new resolutions when representatives change.
- Other duties as assigned.

Knowledge/Skills/Abilities:

- Exceptional customer service
- Knowledge of Public School Health & Welfare Benefit Workers' Compensation and Property/Liability Insurance Programs
- Knowledge of purchasing and inventory procedures
- Recording of Minutes at various types of meetings
- Computer applications (data base, spreadsheets, word processing, publishing, internet)
- Office practices, methods, procedures and equipment
- Proper English usage, spelling, grammar and punctuation for letters, instruction and correspondence
- Be responsible for office functions in support of staff; interpret and apply rules, policies and procedures with good judgment in a variety of situations
- Maintain a variety of administrative files and records
- Work with a minimum of supervision
- Maintain confidentiality of sensitive information
- Perform a variety of complex office assistance assignments
- Compile detailed and complex information and prepare accurate reports
- Make arithmetical calculations quickly and accurately
- Type at a speed of 50 words per minute from clear, legible copy
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions
- Establish and maintain cooperative working relationships

Education/Training/Experience Required:

- High school diploma or equivalent
- A minimum of three years experience working in an administrative office setting.
- Minimum of three years experience working with computer applications.
- An employment entrance exam is required.

Medical Category—*Light Physical Effort*:

- Position requires no extraordinary physical strength or qualifications
- Work assignments are normally located in a work environment with no unusual physical requirements or environmental conditions. Duties only require light physical functions.
- Ability to lift and carry up to 15 pounds without assistance, 25 lbs. with mechanical assistance