

ADMINISTRATIVE ASSISTANT

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, school districts, covered employees, retirees and their dependents.

About Us

Central Region School Insurance Group is a Joint Powers Authority (JPA) formed in 1980 to meet risk financing and risk management needs for its member school districts in Stanislaus and Merced counties.

Our Programs

CRSIG's self-insured programs include Property & Liability, Workers' Compensation, Vision and Dental benefits for school employees.

Additional Information

Annual Salary Range: \$52,500—\$67,005

Employee Benefits: Monthly benefit cap up to \$1,000 for employee only medical, dental and vision coverage. Employee participation in the medical plan is mandatory. CRSIG employees are exempt from social security but in lieu participate in an alternate 401a plan through Public Agency Retirement System (PARS).

For details on how to apply, please visit the Employment Opportunities page on our website at: www.crsig.com.

Application Deadline: Open until filled



**Central Region
School Insurance Group**

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Modesto, CA 95350