



Contra Costa County Schools Insurance Group invites applications for:

Office Assistant

Application Deadline:

4:00 p.m., Tuesday, June 20, 2017

Contra Costa County Schools Insurance Group is an Equal Opportunity Employer

THE AGENCY

The Contra Costa County Schools Insurance Group (CCCSIG) is a Joint Powers Authority organized in 1977 for the purposes of self-insuring workers' compensation and health and safety services to its member public school districts in Contra Costa County.

Today, CCCSIG operates a self-insured, self-administered public agency, which is one of the largest of its kind in the State of California. Of the 22 member districts, 20 are K-12 school districts, one County Office of Education and one Community College District. CCCSIG's [Workers' Compensation](#) program encompasses 19 districts, over 22,000 employees and more than \$903 million in payroll, which translates to approximately \$22.2 million in workers' compensation premium. Of the 22 member districts, 9 are also members of the [Health Benefits](#) program.

First accredited by the California Association of Joint Powers Authorities (CAJPA) in 1993, the Group currently is Accredited with Excellence through 2018. CCCSIG is committed to customer service and cost containment for its member districts. Some of the programs implemented by CCCSIG, that have assisted with decreasing the cost and number of workers' compensation claims are a strong early return-to-work program; in-house bill review; an in-house nurse; post offer, pre-employment strength testing; wellness and safety services, which include ergonomic evaluations, trainings and presentations in all areas of wellness and safety; as well as many other resources made available to members.

CCCSIG's commitment to customer service has been evident throughout the numerous independent, as well as State and internal controls audits that have been completed throughout the years, which have all come back with outstanding results.

CCCSIG was recognized by the **State of California** with a "**Fit Business Award**", presented in an awards ceremony to CCCSIG by Senator Tom Torlakson, who is also the Chairperson for the California Task Force on Youth and Workplace Wellness. CCCSIG was recognized in the small business category, for being on the forefront of providing employees a worksite environment that supports healthy choices, as well as recognizing the many programs and procedures that CCCSIG has in place for overall employee wellness.

CCCSIG's overall attitude towards employee health, wellness and safety carries over to its member districts, through the health, safety, and claims services provided and our commitment to enhance the human and financial resources of its members in order to contribute to public education.

POSITION OVERVIEW

The Contra Costa County Schools Insurance Group (CCCSIG) is inviting applications from well-qualified individuals for the position of Office Assistant. The Office Assistant will work in conjunction with the two other team members and reports directly to the Human Resources/Communications Manager. Typical duties include front office reception, receiving and directing of incoming telephone calls, processing of incoming U.S. Mail, photocopy, faxing, and filing activities; may prepare and/or process purchase orders and utilize inventory control procedures to ensure sufficient supplies and materials meet the needs of the CCCSIG staff.

AN IDEAL CANDIDATE will be enthusiastic, positive and proactive. An ideal candidate will have experience with customer service, data entry, office machinery such as mail machines, scanners, fax machines, multi-line phone system and computer programs. An ideal candidate will be a team player, who wants to come in to work every day to make a difference. An ideal candidate will be able to multi-task while still completing their tasks timely and efficiently. An ideal candidate will be very detail-oriented.

COMPENSATION

The salary is a five-step range, **\$2,659—\$3,233/month**. Placement on the salary schedule is dependent upon prior experience. Additional compensation is provided for benefits through an IRC-125 Cafeteria Plan.

Employees earn 8 hours of vacation per month along with 13 paid holidays. Full-pay sick leave is also earned at the rate of 8 hours per month. Retirement benefits are provided through the Public Employees Retirement System and are not coordinated with Social Security. PERS is an employee/employer contributory plan.

APPLICATION PROCEDURE

All application packets must be received by **4:00 p.m. on Tuesday, June 20, 2017**. Application packets are to be sent to:

Human Resources Department
CCCSIG
550 Ellinwood Way
Pleasant Hill, CA 94523

Application packets will be held in strict confidence.

SELECTION PROCEDURE

The qualifications of each candidate will be evaluated by a screening committee. Those most qualified will be invited to participate in a personal interview at CCCSIG offices in Pleasant Hill, which will occur on **Monday, June 26**. A second interview may be conducted with selected candidates, which would occur on **Thursday, June 29**. These dates may be subject to change.

Before final employment decisions are made, references and a background check of the leading candidate(s) will be made to gather information regarding performance and working relationship history.

Office Assistant Requirements

ABILITY TO:

- Perform general clerical work including maintenance of file, processing of mail, operation of multi-line telephone system, and basic word processing.
- Operate standard office machines including copiers and facsimile machines; and learn new equipment as necessary for the position.
- Understand oral and written instruction.
- Communicate clearly, concisely, and effectively both orally and in writing.
- Establish and maintain cooperative relationships with those contacted during the workday.
- Establish and maintain cooperative working techniques with those contacted in the course of work.

KNOWLEDGE OF:

- Modern filing techniques including alphabetical and numerical filing systems.
- Operational characteristics of multi-line telephone systems.
- Weights and measures used in the processing of U.S. Mail.
- U.S. Post Office policies regarding postage rates and insurance requirements.
- Inventory Control procedures.
- Basic word-processing procedures.

RESPONSIBILITIES INCLUDE (but are not limited to):

- Supervises and coordinates the staff, operations and activities of CCCSIG's Claims Department; provides direct daily supervision of Claims Department members.
- Perform a variety of routine clerical functions including reception duties, filing, and basic record keeping tasks.
- Sort incoming U.S. Mail and internal mail, receive, open, date stamp, log in, scan, assign and distribute all incoming mail. Prepare outgoing mail including packaging, postage metering, and delivery, when needed, to the U.S. Post Office.
- Set up and prepare all incoming workers' compensation claims for distribution to appropriate claims staff.
- Prepare general correspondence and forms using on-line computer program and typical business software.
- Perform a variety of filing activities including set up and maintenance of W/C file room/files; ensure records and documents are filed correctly within the appropriate file; prepare initial files for alphabetical and/or numerical filing system use.
- Operate a variety of office machines including computer terminals, multi-line telephones, photocopiers, postage machines and facsimile machine.
- Schedule Post Offer Pre-Employment Placement tests, and complete appropriate related tasks.
- Assist with preparation of room, tables and food/beverage items for meetings.
- Copy, collate, and bind reports and other material as needed for Group staff and member districts.
- Run errands, as needed, for CCCSIG staff relating to business need, i.e., County Treasurer, County Legal Counsel, COE, District Offices, UPS, etc., as directed by HR Manager, or designee.
- Performs related duties and responsibilities as required and/or assigned.

NOTE:

Only those applicants who have followed application procedures will be considered for this position. Any applicant who attempts to directly contact individuals from the Agency with the intent of influencing the decision will be disqualified from candidacy.

EDUCATION/TRAINING & EXPERIENCE GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities necessary are:

Experience:

One year of general clerical experience which included processing heavy volumes of U.S. mail, utilization of alpha and numerical filing systems, maintenance of file systems, inventory control cataloging and record keeping, operation of business machines including copiers, postage machines, computers and facsimiles and multi-line telephone systems preferred.

Training:

Equivalent to completion of twelfth grade.

Licenses or Certificates Required

Valid CA Drivers' License and proof of insurance as required by law.