

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2011
RANGE: 42.5
CLASSIFIED
CODE: 2

CREDENTIALS TECHNICIAN

DEFINITION

Under direction, to perform a variety of responsible and technical credential and clerical functions and activities;

to assist in the application online process and renewal of credentials related to service in Kern County;

to do other related functions as directed.

EXAMPLES OF DUTIES

Perform a variety of technical human resources clerical functions, including County Schools employee certification analysis and processing, and other related functions and activities;

assist on-site audit and monitoring of school district certificated assignment practices;

review certification applications, and advise applicants regarding certification requirements;

assist in the certification process by gathering required materials, such as transcripts, work experience verification, medical clearance, fees and other documents;

review payroll exception reports for Kern County school districts to ensure appropriate credentials are in place prior to the release of pay warrants;

review, monitor and audit notice of employment documents to ensure that the employee is authorized to serve in the capacity indicated in the employment documentation;

assist County managers and supervisors by supplying them with employee certification eligibility lists, and listings concerning those employees requiring certification renewal;

supply information pertaining to CBEST test dates as it relates to credentialing, and the materials to aid in obtaining a test reservation;

review and preliminarily screen certificated employee candidates applications to ensure application completeness and that applicants meet minimum qualification standards;

independently respond to routine correspondence, memoranda, and requests for information and data;

review certificated transcripts;

issue temporary county certificates;

maintain the county-wide substitute teacher list.

QUALIFICATIONS

Knowledge of:

Methods, procedures, terminology and techniques pertaining to operation of automated credential record management, storage and retrieval systems;

use of Word, Excel, and Access programs;

organization and planning methods, trends, techniques and practices.

Ability to:

Interpret and apply technical certification policies, rules, and regulations;

communicate effectively in oral and written form;

type or keyboard at a net corrected speed of 40 words per minute;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

attend credential conferences.

Experience:

Two (2) years of responsible and technical human resources experience or a minimum of two (2) years clerical or accounting experience with an educational agency.

Experience processing teacher and pupil services credentials preferred.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in certificate employee certification procedures, or closely related field.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

10/26/15

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