

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED SEPTEMBER 2007
RANGE: 38.0
CLASSIFIED
CODE: NONE**

LABOR COMPLIANCE TECHNICIAN I

DEFINITION

The Labor Compliance Technician I will participate in the monitoring and review of Certified Payrolls and other documents required to be submitted by contractors who perform work on public works projects.

The Labor Compliance Technician I is required to communicate both telephonically and in writing to contractors and other vendors regarding issues related to Labor Compliance and public works projects.

EXAMPLES OF DUTIES

Post certified payroll information to electronic records;

operate a variety of office machines and equipment;

make arithmetical calculations and post to statistical records;

process outgoing letters, forms and documents;

answer the telephone and provide caller with routine information and data;

may assist in the preparation and distribution of legal documents and a variety of confidential information and data;

perform a variety of data entry functions using a computer terminal;

review and audit a variety of primarily financial reports;

organize a variety of informational and financial documents;

prepare indices and files concerning the Labor Compliance Program;

process a variety of documents related to the Labor Compliance Program.

QUALIFICATIONS

Knowledge of:

Knowledge of English usage, spelling, grammar and punctuation;

Microsoft Excel and Word;

operation of standard office equipment including a 10-key calculator and 10-key computer pad;

appropriate English usage, spelling, grammar, punctuation, and arithmetic concepts;

operational procedures, policies, rules and regulations specific to the assignment.

Ability to:

Ability to type on keyboard at a net corrected speed of 40 words per minute;

demonstrate proficiency in the use of a 10-key computer pad that requires 150 characters per minute;

understand and carry out oral and written instructions;

establish and maintain cooperative working relationships.

Experience:

Six (6) months of general clerical experience including experience with computer key entry of financial data.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by course work or training in typing and office practices.

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.

Continuation of this position is contingent upon available funding.

TS: gs

11/23/15

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