

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED DECEMBER 2004
RANGE: 40.5
CLASSIFIED
CODE: NONE

SAFETY AND LOSS CONTROL CLERK

DEFINITION

Under supervision and evaluation from the Safety and Loss Control Director, assist in performing technical services and compliance reviews, perform complex and responsible secretarial and clerical functions, operate a wide variety of computer programs, and perform other related work as required.

EXAMPLES OF DUTIES

Maintain computer database for AHERA management plans;

create computer generated drawings and maintain computer drawing files for district sites;

ensure management plans meet regulatory requirements;

coordinate and monitor inspection schedules for member districts;

create spreadsheets to track and analyze data;

generate custom reports that retrieve data from in-house databases;

maintain various databases related to safety and loss functions;

assist technical staff as necessary;

may take and transcribe correspondence, memoranda, reports, and other communicative forms that include technical terminology and require a familiarity with legal mandates, policies, and regulations;

operate programmed word processing and computer equipment to produce letters, memoranda, inspection reports, forms, minutes, and other related printed materials;

interprets policies, regulations, and operational procedures applicable to assigned task responsibility.

QUALIFICATIONS

Knowledge of:

Modern office practices and procedures;

must possess strong knowledge and expertise in Microsoft Word and Excel, knowledge of Access is a plus;

must possess knowledge of and willingness to stay abreast of trends, innovations and practices related to safety, asbestos, and environmental control concepts;

be familiar with standard business machines, automated data management, storage and retrieval systems, and other business/safety related equipment;

English usage, spelling, grammar, and punctuation;

basic techniques of organization and planning.

Ability to:

Effectively perform complex secretarial and clerical activities that require knowledge of legal mandates, policies, regulations, and operational procedures;

create custom spreadsheets to retrieve and analyze data;

prepare clear and comprehensive reports;

learn, interpret, and apply complex policies, administrative regulations, and operational procedures;

demonstrate competence with Microsoft Word and Excel using a Windows environment;

communicate effectively in oral and written form;

make arithmetical calculations with speed and accuracy;

understand and carry out oral and written directions;

see for the purposes of reading laws and codes, rules and policies, and other printed matter;

operating a vehicle;

inspecting facilities;

reading equipment meters;

hear and understand speech at normal levels;

speak so others can clearly understand a normal conversation in person and on a telephone;

stoop, kneel, crawl;

push and pull;

reach in all directions;

operate office equipment, including PC Keyboard;

carry 30 lbs. short distances;

write legibly using pencil and/or pen;

establish and maintain cooperative working relationships.

Experience:

Three (3) years of responsible secretarial/clerical experience, including one year in a technical capacity.

Experience in school safety/risk management, workers' compensation, facilities, and asbestos is desirable.

Must have direct experience in creating spreadsheets, data management/retrieval, and generating computer reports.

Education:

High School diploma is required.

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.

CP: gs

5/25/16

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