

Job Opportunity

Kern County Superintendent of Schools
Advocates for Children

Christine Lizardi Frazier
Superintendent

CLAIMS ASSISTANT – WORKERS’ COMPENSATION Open

Filing Deadline: February 21, 2013

Contact will be made after the filing deadline.

SALARY & BENEFITS:

\$2,915 - \$3,521 per month. Maximum entry level is \$3,203 per month. Holiday, sick leave and vacation benefits provided. Prepaid medical, dental, vision, and counseling plans provided for employee and family. Prepaid life insurance policy provided for the employee. Employees of this office are not covered by Social Security, but do have mandatory retirement coverage with Public Employees Retirement System (PERS).

RESPONSIBILITIES:

- Provide assistance to participating agencies pertaining to workers’ compensation insurance coverage, industrial illness and injury, employee benefits, and workers’ compensation claim status.
- Prepare DWC correspondence and distribute with appropriate attachments in compliance with state regulations.
- Schedule medical examinations and ensure proper notification letters are sent.
- Maintain a system for timely payment of temporary and permanent disability benefits.
- Coordinate incoming correspondence to ensure response within timelines mandated by law.
- Maintain database of information through use of specialized workers’ compensation computer software.
- Prepare and verify the accuracy and completeness of ad-hoc computer reports.

QUALIFICATION:

- Education equivalent to the completion of the twelfth grade, supplemented by training or coursework in business and general office practices.
- Two years of clerical/account clerk work experience in an insurance setting is required.
- Experience with workers’ compensation claims is preferred.
- Typing or keyboard certificate for a net corrected speed of 35 words per minute.
- Ability to skillfully perform complex and technical insurance related clerical functions and assist in claims management with minimal direction.
- Ability to prepare, review, and analyze insurance files, records, summaries, and reports.
- Ability to answer basic insurance questions from vendors and injured workers and advise other insurance clerical personnel.

an equal opportunity employer

1300 17th Street - City Centre, Bakersfield, CA 93301-4533, (661) 636-4000
Office Hours: Monday through Friday, 8:00 a.m. - 5:00 p.m. <http://www.kern.org>

ON ED JOIN

Filing Deadline: February 21, 2013
Written Exam: February 27, 2013
Oral Interviews: March 6, 2013

REQUIREMENTS:

- **Education:** Education equivalent to the completion of the twelfth grade, supplemented by training or coursework in business and general office practices.
- **Experience:** Two years of clerical/account clerk work experience in an insurance setting is required.

The following additional documents **must be uploaded via EDJOIN** by the filing deadline in order to be considered in the hiring process (pertains to current employees also):

- Proof of education (i.e. college transcripts, copy of college diploma)
- Typing or keyboard certificate for a net corrected speed of 35 words per minute

A scanner to upload required documents is available in the Human Resources office located at 1300 17th St., Bakersfield, CA 93301.

- The documents will be scanned and emailed to the candidate. It is the candidate's responsibility to attach all documents to the EDJOIN application by the filing deadline

IMPORTANT COMMENTS

- **After the filing deadline, all candidates will be notified by email if they do or do not qualify to take the written exam.**
- Candidates must achieve 70% on the written examination to qualify for an oral interview. Examinations will be weighted 30% for written and 70% for oral. Candidates must obtain a composite score of 70% or better to qualify for the eligibility list.

CONDITIONS OF EMPLOYMENT:

Some positions may require proof of privately owned automobile insurance and the possession of a valid California Motor Vehicle operator's license. Fingerprint clearance by 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. This position has a probationary period of six months or 130 days in paid service, whichever is longer.