

JOB DESCRIPTION

Job Summary:

Under the general supervision of the Assistant Superintendent of Human Resources, and the Credentials and Retirement Supervisor, performs a variety of tasks to maintain the credentialing and retirement computer data base, provide advisory services to staff and clients regarding credentialing and retirement issues, and maintain pertinent files.

Essential Job Functions:

- Provides technical and administrative support for the purpose of assisting the Credentials & Retirement Supervisor.
- Analyzes, diagnoses, and determines appropriate action on retirement reports in consultation with Credentials & Retirement Supervisor and Analyst for the purpose of submitting accurate data to PERS/STRS.
- Interviews and greets clients who call or come into the office for the purpose of answering questions and distributing/accepting credential/retirement forms.
- Assists in the preparation and delivery of credentials and retirement workshops for the purpose of training/informing school district personnel and retirement system members.
- Composes letters, memoranda, reports, documents, surveys, and charts regarding credentials and retirement for the purpose of providing information to staff, applicants, and the general public.
- Inputs/updates/retrieves data from the computer data base system for the purpose of maintaining information and records.
- Provides advisory services to the staff and clients regarding credential authorizations and eligibility for the purpose of ensuring appropriate credentialing of certificated staff.
- Researches/interprets complex state and federal regulations and provisions of the California Education Code pertaining to credentials/retirement for the purpose of providing accurate information to Tulare County Office of Education staff, district staff, and clients.
- Processes credential applications to the Commission on Teacher Credentialing for the purpose of ensuring appropriate credentialing of certificated staff.
- Maintains credential/retirement files for the purpose of preserving permanent records.
- Maintains confidentiality of credentialing and retirement records for the purpose of ensuring appropriate credentialing of certificated staff.
- Maintains confidentiality of credentialing and retirement records for the purpose of ensuring information is not disclosed to unauthorized personnel.
- Maintains/updates substitute teacher lists for the purpose of facilitating the calling of substitutes and ensuring that substitute teachers are appropriately credentialed.
- Maintains/updates master list of DOJ fingerprinting for the purpose of maintaining a valid substitute teacher list.
- Assists the credentials and retirement staff as needed for the purpose of providing support in the completion of their duties.
- Assists in the verification and maintenance of retirement membership status for the purpose of reporting accuracy.

Skills, Knowledge and/or Abilities Required:

- **Skills to:**
 - perform difficult and responsible secretarial work;
 - make mathematical calculations with speed and accuracy;
 - type at a speed of 50 net wpm from clear copy;
 - use a computer for word processing, slide show, data entry, and spreadsheet applications;
- **Knowledge of:**
 - Education Code, laws, and regulations of teacher credentialing and retirement (PERS/STRS);
 - office methods, practices, and procedures;
 - public relations records management;
- **Ability to:**
 - learn and apply school district procedures, rules and regulations;
 - interpret and explain Education Codes, rules and regulations related to credentialing and retirement;
 - compose correspondence independently;
 - understand and carry out oral and written directions;
 - maintain cooperative relationships with those contacted in the course of work.

Experience Required:

- Experience with teacher credentialing or PERS/STRS public school retirement systems is preferred.
- Experience sufficient to have acquired advanced knowledge of modern office practices and procedures, word processing, data entry, slide show and spreadsheet applications.

Education Required:

- High school diploma or the equivalent.
- Associate's degree preferred.

November 2011

FLSA Status: Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.