



CSAC Excess Insurance Authority

EMPLOYMENT OPPORTUNITY

Loss Prevention Clerical Assistant

At CSAC EIA we encourage a dynamic work environment that welcomes fresh ideas, values diversity and fosters creativity. We empower our employees to take the initiative in serving our customers and provide training and development to help them advance in their careers. Encouraged by an open door policy, employees interact with each other, exchanging ideas and growing personally and professionally.

About CSAC Excess Insurance Authority

The EIA is a joint powers authority of California public entities, which was established in 1979 to provide insurance and risk management services to California's counties. Since then, our membership has expanded beyond the counties to include numerous other public agencies such as cities, schools, joint powers authorities, fire districts, etc.

The EIA operates various risk-sharing pools, which provide insurance and risk management services to its members for lines of business including workers' compensation, general liability, property, medical malpractice, and employee benefits.

About the Position

The Loss Prevention Clerical Assistant will, under the general supervision of the Loss Prevention Manager, provide assistance to the Loss Prevention department and, may be called upon to assist other Authority staff. Primary responsibilities include a variety of administrative detail work including, but not limited to: organizing and maintaining paper and electronic files; preparing and typing of materials including letters, reports, agendas and minutes; reviewing and editing documents for accuracy, completeness and conformance with established standards; managing resource library; performing special projects; coordinating seminars; developing marketing materials; registering students in training programs; and other general clerical support duties.

Desirable Qualifications

Education and Experience: High school diploma or equivalent.

Ability to: Anticipate and solve problems; think creatively; perform effectively with minimal instruction; provide excellent customer service; sort and file alphabetically and numerically; operate a variety of office equipment such as a computer, copier, fax machine, etc.; plan, organize and prioritize work; meet schedules and time lines; communicate effectively, both orally and in writing; establish and maintain effective working relationships with others; learn new systems and technology quickly and efficiently; and have solid computer skills (Word, Excel, MS Office, PowerPoint, etc.)

Physical Requirements

Physical requirements of this position typically include: reaching, fingering, grasping, talking, hearing, seeing, repetitive motions, exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move. Some travel may be required.

Licensing Requirements

A valid California Driver's license is required. Proof of auto insurance with no exclusion for occasional business use is required.

Salary and Benefits

The EIA strives to compensate its employees within very competitive salary ranges. This position is a temp to hire position. The starting wage is \$17 per hour.

Application Procedure

Interested persons must submit a resume and a completed application to the Human Resource Manager at CSAC Excess Insurance Authority by 4:00 p.m. on Friday, September 30, 2016. Please visit our website at www.csac-eia.org to obtain an application. **Please submit applications to abateman@csac-eia.org.**