



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Administrative Technician I
DEPARTMENT.....: Human Resources/Risk Management
DIVISION.....: Risk Management
CLASSIFICATION/GRADE....: Administrative Technician I/101
REVISED.....: 03/2013
REPORTS TO.....: HR/Risk Management Director/Insurance Technician
REVIEWED.....: 03/2013
WAGES.....: Hourly

BASIC FUNCTIONS:

1. Performs secretarial duties including preparing reports, filing correspondence, maintaining records, distributing incoming and outgoing mail, provides information as requested.
2. Prepares and sends invoices for bill review.
3. Assists Adjusters and other Insurance & Administrative Technicians.
4. Assists Safety/ Health Manager with completing VARC & WCRC packets and any other duties requested.
5. Transcribe recorded statements.
6. Assist receptionist with answering phones as needed.
7. Prepare and maintain Excel spreadsheets for tracking various information.
8. Maintains department records through scanning and shredding.
9. All other responsibilities deemed necessary by the HR/Risk Management Director.

OTHER REQUIREMENT:

1. Must be computer literate (Preferred knowledge in Word Perfect, Power Point presentations, Microsoft Word, and Excel Spreadsheets, etc.)

EDUCATION/EXPERIENCE:

1. High School Diploma or GED plus approximately two year's clerical experience.