

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED FEBRUARY 2004
RANGE: 42.5
FISCAL/CLERICAL SERVICES SERIES
CLASSIFIED
CODE: 2

CREDENTIALS TECHNICIAN

DEFINITION

Under direction, to perform a variety of responsible and technical credential and clerical functions and activities;

to assist in the application and renewal of credentials allowing service in Kern County;

to do other related functions as directed.

EXAMPLES OF DUTIES

Performs a variety of technical human resources clerical functions, including County Schools employee certification analysis and processing, and other related functions and activities;

assists on-site audit and monitoring of school district certificated assignment practices;

reviews certification applications, and advises applicants regarding certification requirements;

assists in the certification process by gathering required materials, such as transcripts, work experience verification, medical clearance, fees and other documents;

reviews monitors and audits notice of employment documents to ensure that the employee is authorized to serve in the capacity indicated in the employment documentation;

assists County managers and supervisors by supplying them with employee certification eligibility lists, and listings concerning those employees requiring certification renewal;

supplies information pertaining to the CBEST dates, and the materials to aid them in obtaining a test reservation;

reviews and preliminarily screens certificated employee candidates applications to ensure application completeness and that applicants meet minimum qualification standards;

independently responds to routine correspondence, memoranda, and requests for information and data;

reviews certificated transcripts;

issues temporary county certificates;

QUALIFICATIONS

Knowledge of:

Methods, procedures, terminology and techniques pertaining to operation of automated credential record management, storage and retrieval systems;

use of Word, Excel, and Access programs;

organization and planning methods, trends, techniques and practices.

Ability to:

Interpret and apply technical certification policies, rules, and regulations;

communicate effectively in oral and written form;

type or keyboard at a net corrected speed of 50 words per minute;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Three years of responsible and technical human resources clerical experience, including one year in a position processing credential information.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in certificate employee certification procedures, or closely related field.

Condition of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

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.

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rw

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