



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Administrative Technician I  
**DEPARTMENT.....:** Human Resources/Risk Management  
**DIVISION.....:** Risk Management  
**CLASSIFICATION/GRADE....:** Administrative Technician I/101  
**REVISED.....:** 11/2019  
**REPORTS TO.....:** HR/Risk Management Director/Insurance Technician  
**REVIEWED.....:** 11/2019  
**WAGES.....:** Non-Exempt (Hourly)

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### **SUMMARY:**

Under the direct supervision of the HR/Risk Management Director, the Administrative Technician I performs general office duties and assists other staff in the execution of daily division responsibilities.

### **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 REQUIREMENTS:**

1. Ability to communicate with the general public in a courteous and professional manner.
2. 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.