

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31252
Job Class Code:	510	Salary Schedule:	ASRREXTCH
EEO Category:	06	Grade:	12
Workers Comp Code:	8810		

Job Code Established:	03/22/86	Effective Date:	
Job Code Revised:	01/01/01	Effective Date:	

JOB CODE SERIES: Technical Clerical Series

JOB CODE TITLE: EXAMINER TECHNICIAN I

HRIS TITLE: EXAMINER TECH I

CHARACTERISTICS OF THE CLASS: Typically reports to an Examiner Technician II or Unit Supervisor. Has the authority to make decisions regarding compliance of certificates and applications in accordance with relevant laws, rules, and regulations and to exercise limited judgment in the issuance of licenses, certificates or permits in accordance with established policies and procedures. Examines documents to determine compliance with applicable state regulatory laws for the purpose of issuing licenses, certificates, or permits; performs related technical, regulatory duties. Work product consists of accurate and timely document examination to determine compliance with all relevant laws, rules, and regulations; accurate and timely completion of petition examination to ensure deadlines are met; accurate and timely information giving to legal and business representatives. Responsible for the overall quality of document examination, deadline checking, and document preparation/processing; for the quality of basic information given in response to outside quality of basic information given in response to outside inquiries; for the quality of other related clerical duties.

EXAMPLES OF DUTIES: Examines certificates and applications to determine compliance with appropriate laws, rules, and regulations. Examines various petitions to ensure deadlines are met. Issues permits, and advises representative of permit cancellations. Prepares and processes citations and orders pursuant to formal dispositions. Assists with notices of hearings. Serves as a basic contact person for business representative, adjuster, and attorneys. May provide direction to other clerical personnel. May testify at hearings. May compose and type letters. May operate work processing equipment or other automated office equipment. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the applicable laws, rules and regulations; certificates and applications; issuance process; notice of hearings; citations and orders pursuant to formal dispositions.

Ability to: examine certificates and applications to determine compliance with relevant laws, rules, and regulations; explain issuance process to business representatives, adjusters and attorneys; assist with notices of hearings; prepare and process citations and other legal documents pursuant to formal dispositions; monitor deadlines; provide limited direction to other clerical personnel; provide information regarding applicable laws, rules, and regulations; deal with the public using appropriate tact and resourcefulness.