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<b>Position:</b>	Receptionist
<b>Reports To:</b>	Operations Manager
<b>Location:</b>	Fresno, CA
<b>Status:</b>	Full Time
<b>Classification:</b>	Non-Exempt

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### **Position Summary:**

Operates under the supervision of the Operations Manager. Performs varied clerical duties and related work as required.

### **Essential Duties:**

- Opens, sorts, and distributes to personnel all mail for the Trust office
- Totals District checks daily and reports immediately to accounting for investment purposes
- Assigns account number for new/existing self-paid retiree checks received; routed to accounting for posting and deposit completion
- Backup accounting clerk for posting and partial deposit
- Responsible for main filing system
- Responsible for ordering and maintaining office supplies
- Accountable for outgoing mail and replenishing postage machine
- Responsible for switchboard and routing all calls to the proper department and personnel
- Verifies checks received from new cobra subscribers with Operations; routed to Accounting for posting and deposit completion
- Other duties as assigned

### **Summary of Qualifications:**

- Clerical practices and procedures;
- Office methods, equipment, telephone techniques, and filing systems;
- Correct English usage, spelling and punctuation

### **Education:**

- Formal or informal education equivalent to completion of the twelfth grade.



**Experience:**

- Two years of recent secretarial or clerical experience which would provide knowledge of and skills in modern and efficient office methods, practices, and procedures.

**Why Work for CVT?**

Located in Fresno, California, CVT is a premier healthcare benefits administrator for statewide school districts, community colleges and county offices of education serving over 160,000 members.

- We foster a team-oriented culture intended to help develop our staff to become key contributors to the growth and success of the organization
- Our fast-pace and stimulating work environment is ideal for those looking to problem solve and help contribute to supporting the needs of the members we serve

**Benefits**

- Competitive salary
- Health Insurance: CVT offers fully paid medical, prescription, dental and vision benefits to all employees and covered spouses/partners/dependents
- Flexible Spending Account
- 401(k) with 7.5% employer contribution
- Life insurance
- Paid time off (vacation and sick)
- Holiday schedule that mirrors that of most public school districts in the state of California

**LICENSE REQUIREMENTS**

Possession of valid Class III California driver's license and must be insurable/bondable at the "standard rate" by the Trust's insurance carrier at all times while employed in this classification by the Central Valley Trust. Subject to a review of driver's license with the DMV periodically.

**MISCELLANEOUS**

Will work irregular hours, evenings, and weekends when necessary with additional compensation. Will travel locally, statewide, and nationally, if required. Must furnish

and use own transportation on company business with reimbursement from the Trust at the current IRS approved mileage rate.



**CONFIDENTIALITY:**

Adhere to established policies on confidentiality of records and other information regarding the Trust.

**How to Apply**

Qualified applicants may submit a resume to [memberservices@cvtrust.org](mailto:memberservices@cvtrust.org)