

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE:

Administrative Secretary – Health Benefits

II. PRIMARY FUNCTION

To perform all duties required to efficiently coordinate, process and maintain health benefits for all newly hired, currently active and retired employees who have chosen to continue their benefits

III. REPORTS TO

Superintendent/ Business Administrator/Board Secretary

IV. QUALIFICATIONS

- High school diploma
- Demonstrates familiarity with district, philosophy, program and policies
- Excellent proficiency in use of computer
- Ability to effectively communicate with staff, health benefits consultant and health benefit providers
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Provide all health benefit options to new employees
- To annually distribute all new identification cards to entitled personnel
- To periodically order all necessary medical booklets and forms for distribution
- Establish and maintain a computerized data base with detailed health benefit vendors
- Prepare monthly accounts payable statement for all health benefit vendors
- Process the yearly “Open Enrollment” period during which time employees may switch their carriers
- Provide COBRA information for employees who have resigned, gone on extended leave or who have children who have reached maturity
- Assist employees in resolving medical claim problems
- Apprise retired employees of their health benefit options, processing and maintaining this information
- Review monthly benefit statements for appropriate staff additions and deletions
- Coordinate and maintain employee waiver option forms and annual payment authorizations
- Review and update billing statements on a monthly basis
- Perform such other duties as may be assigned by the Superintendent and/or designee

VI. TERMS OF EMPLOYMENT

12 month position work year and salary as per BOE/ETEA contract

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Job Description/Section VII SECRETARIAL Administrative Secretary Health Benefits

APPROVED: November 22, 2010