

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Benefits Clerical Assistant

Classification: Classified Confidential

Reports to: Department Administrator

Range: Classified Confidential Salary Scale

EDUCATION AND EXPERIENCE

High school diploma or equivalent, including or supplemented by course work in typing, record management and general office practices.

One year of paid experience performing varied general office or clerical work.

SUMMARY

Under the supervision of the appropriate administrator performs a variety of clerical functions of average difficulty, including typing and other general office duties. Assist in maintaining records, billings and correspondence for the District health and life insurance programs; Worker's Compensation; and District property/liability insurance.

SPECIFIC RESPONSIBILITIES

1. Performs a wide variety of clerical work, including typing, reviewing, proofreading, filing and recording of data on records;
2. Enter data for processing of enrollments, terminations and change information for maintenance of employee and dependent benefits
3. Post premiums in accounts receivable ledger; initiate late premium notices; and monitor receipt of late payments.
4. Maintain statistical files, charts, and other information relative to District benefit programs.
5. Compiles information and prepares reports and summaries, which may include District, required data and site data.
6. Acts as receptionist, initiates and receives a variety of telephone calls, and provides information after making contact with district and school offices, students and public.
7. Answers the telephone and assists the public and office visitors.
8. Establishes and maintains a variety of files and records, which may contain confidential material.
9. Types from rough drafts and notes and prepares final copy of material, which may involve utilization of transcription equipment.
10. Operates a variety of standard office machines and equipment.
11. Composes simple form routine letters and memoranda independently.
12. May receive monies and prepare receipts for bank deposits.
13. Maintains simple financial or statistical records.
14. Maintains the office environment by assisting in preparing bulletin boards and displays. .
15. Assists with the preparation of requisitions. .
16. May make routine contacts and follow-up with employees, community members and officials.
17. Collects, assembles, binds and staples reproduced materials.
18. Operates multiple switchboard on relief basis.
19. Receive, review and distribute Worker's Compensation forms and information from Risk carrier.
20. Reconcile bank statements
21. Process Vehicle Use Forms
22. Assist other departmental staff as necessary or as assigned.
23. Perform related duties and responsibilities as required.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees, including integrity, initiative, dependability, flexibility, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Modern office methods, procedures and techniques.
- Appropriate English usage, spelling grammar, punctuation and arithmetical concepts.
- Standard office machines and equipment.
- Microsoft Word, Excel, Mail Merge, record storage, retrieval and management systems.

Ability to:

- Perform general clerical work of average difficulty with speed and accuracy.
- Ability to multi-task in a fast-paced work environment with steady interruptions.
- Make simple arithmetical calculations with speed and accuracy.
- Communicate effectively in oral and written form.
- Type at a net speed of 50 words per minute.
- Achieve minimum score of 75% on the Clerical Proficiency Test
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Operates a variety of office machines.

PHYSICAL ABILITIES

Office environment. Sitting for extended periods of time; hearing and speaking to exchange information and make presentations. Requires good arm, hand and finger dexterity in order to operate keyboard and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

HAZARDS:

Extended viewing of computer monitor.