Job Title: **Fiscal Services Clerk: Benefits**

Qualifications:

Credentials: None
Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience Required: 3 years of secretarial and/or clerical experience in a personnel/payroll environment. Minimum of 1 year with computer experience using word processing, databases, and spreadsheets. Minimum of 1 year working in a school system is preferred.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Communication skills must be able to effectively exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including digital records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contract, forms, or instruction material.

Business Machines: Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Is able to operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets and online websites.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Typing Skills: Proficient skills in typing/word processing

Site: **Administrative Service Center**

Reports To: **Insurance Benefits Coordinator/Supervisor**

Job Goal (Purpose of Position): Performs semi-skilled level payroll clerical duties under general supervision to process district's payroll efficiently and effectively. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Other: An incumbent in this position has regular contact by telephone or in-person with staff and the public to determine actual information needed.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Accounts for benefits as set forth by negotiated contracts.

2. Maintains manual records file of all insurance records.

3. Is responsible for employees' insurance payroll deductions.

4. Maintains Cafeteria Plan in accordance to Federal Guidelines.

5. Balances all statements and makes payments to insurance firms with authorized payroll deductions.

6. Coordinates between the participants and the Employee Group Insurance Programs and the HMO Programs.

7. Conducts orientation of new employees as related to covered benefits.

8. Is responsible for eligibility and enrollment of employees and dependents; and changes in coverage.

9. Is responsible for COBRA and other continuation of coverage eligibility, enrollment and coverage.

10. Attend training meetings provided by the Employee Group Insurance Program.

11. Analysis, review and change billing of the Employee Group Insurance Program.

12. Performs other duties as assigned.

Supervision exercised: None

Physical/Mental Requirements and Working Conditions:

Other than the physical/mental requirements included in the essential functions: Must be able to communicate on the telephone and in person.

TERMS OF EMPLOYMENT:	251 days per year
SALARY:	Category C
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

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Approved 8/9/1993
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