

**FAIRFIELD PUBLIC SCHOOLS**  
**Fairfield, Connecticut**

**\*\*\*REVISED\*\*\***

**NOTICE OF AVAILABLE POSITION**

**POSITION:** Insurance Benefits Clerk (1.0 FTE)  
(S-8.5, 12 Months)

**RESPONSIBLE TO:** Director of Finance & Business Services; task or project supervision from the Insurance Benefits Specialist.

**ESSENTIAL FUNCTIONS:** See attached job description

**MINIMUM QUALIFICATIONS:** See attached job description

**SALARY:** Classification S-8.5- \$36,911(Step 1) to \$39,923 (Step 3)

**WORK PERIOD:** Twelve month assignment

**STARTING DATE:** January 5, 2015

**FILING DATE:** Until Filled

**CREDENTIALS REQUIRED:** Please complete application on website and attach resume.

\*\*\*Interviewees for this position will take a skill assessment. \*\*\*\*

12/3/2014