

## **FAIRFIELD PUBLIC SCHOOLS**

**Title:** Insurance/Benefits Clerk

**Job Purpose Statement:** Performs a variety of responsible clerical, secretarial, and record-keeping work; maintains active and retired employee group insurance plans and benefits.

**Supervision Received:** Receives general supervision from Business Administrator, task supervision from the Director of Finance and the Insurance Benefits Specialist; performs tasks independently within general work assignment.

**Supervision Exercised:** Provides task supervision to clerical staff.

### **Essential Job Functions:**

Performs secretarial and clerical tasks, reviews claims and enters data into excel spreadsheets and maintains telephone contact with retirees.

Assists active and retired employees and their families by providing information, application, and claims assistance. Responds to telephone inquiries or meets with subscribers and dependents, concerning medical, life, and disability matters. Acts as liaison between plan participants.

Receives, records, and processes insurance payments from retirees, non-payroll participants, i.e. early retirees, leave employees, etc. Performs calculating, verifying and posting tasks, prepares payment transmittal information, and completes processing of premium payments. Prepares periodic benefits costs information and reports.

Assists in development of various insurance projections for budget -making, collective bargaining, cost control and planning purposes. Retrieves and processes data for insurance reports.

Assists in the coordination of the annual open enrollment period. Prepares and collates information packets. Distributes packets to participants, and responds to questions.

### **Incidental Job Functions:**

Composes and word processes/types a variety of correspondence, including reports to carriers, information or responses to active and retired employees.

Performs administrative clerical tasks in Business Office, types, files and performs related work as required.

**Knowledge, Skills and Abilities:** Knowledgeable in modern office practices, procedures, and equipment. Able to attain a working knowledge of Board of Education rules, policies, procedures, and functions. Working knowledge of medical and dental terminology, familiarity with COBRA, Medicare, and medical related governmental regulations. Ability to acquire skill to perform data and word processing and to type accurately a variety of records, reports, and related materials. Ability to understand and follow oral and written instructions, and ability to make decisions in accordance with current office procedure. Ability to compose correspondence, memoranda, and related reports. Ability to establish and maintain accounts' files and maintain records. Ability to establish and maintain effective working relationships with school staff, employees, carriers, and the general public.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience; or any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in interacting with staff members, retirees, in meeting reporting deadlines, and in dealing with confidential information of a personal nature.

**Bulletin:** The job of Insurance Clerk requires varied clerical, secretarial and accounts clerk skills. The Insurance Clerk must be a self-starter, comfortable in working with people and numbers, and capable of interpreting Board of Education policy to the public in a pleasant and affirmative manner. Experience in word and data processing a plus.

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