

**Fairfield Public Schools
Fairfield, Connecticut 06825**

NOTICE OF AVAILABLE POSITION

POSITION: Insurance/Benefits Clerk (S-8.5, 12 months)

BRIEF JOB DESCRIPTION: Provides secretarial, clerical and records keeping work of a confidential, complex and responsible nature in the Insurance Office. Under general direction and using established procedures, processes benefits for all employee groups.

MINIMUM QUALIFICATIONS: The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience; or five years of benefits experience and any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities. Associates degree is a plus.

SALARY: Classification S-8.5-\$37,649 (Step 1) to \$44,044 (Step 5) **DOE**

WORK PERIOD: 12 months

STARTING DATE: ASAP

FILING DATE: Until Filled

PLEASE VIEW THE FULL JOB DESCRIPTION ONLINE;
IF QUALIFIED; COMPLETE AN ONLINE APPLICATION

*****There will be a computerized test and/or written test as part of the interview process for this position.*****