

FAIRFIELD PUBLIC SCHOOLS

Title: Insurance/Benefits Clerk

Job Purpose Statement: 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.

Supervision Received: Receives general supervision from the Executive Director of Finance and Business Services and task supervision from the Insurance Benefits Specialist and Accounting Coordinator.

Supervision Exercised: None

Essential Job Functions: (Illustrative, not inclusive)

Processes and verifies all requests for changes in dependents and types of coverage; adjusts payroll deductions accordingly. Understands and processes termination of benefits as required (i.e. COBRA and FSA)

Assists active and retired employees and their families by interpreting, explaining and providing information, procedural, and regulations assistance regarding all benefits available for all employee groups.

Responds to all inquiries providing courteous, responsive and accurate information to the public, administration and employees. Processes, verifies and submits life, worker's compensation and disability claims.

Invoices, records, and balances insurance payments from retirees and employees on leave. Performs calculating, verifying and posting tasks, prepares payment transmittal information, and completes processing of premium payments. Prepares periodic benefits costs information and reports.

Investigates and researches questionable data and takes corrective action when necessary to resolve benefits inquiries and problems.

Coordinate and assists staff in the annual open enrollment period process or other benefit processes. Responds to questions.

Performs tasks necessary to prepare and disseminate accurate benefits information for district employees utilizing substantial judgement and analytical ability.

Performs other duties as assigned.

Incidental Job Functions:

Composes and word processes a variety of correspondence, including reports, to carriers and to active and retired employees.

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

Knowledge, Skills and Abilities: General knowledge of clerical practices, business machines, computers and word processing. Ability to use Microsoft Word, Excel, Outlook and district financial software. Able to attain a working knowledge of Board of Education rules, policies, procedures, and functions. Working knowledge or capacity to learn specific vocabulary of relevant terms. Ability to concentrate on accuracy of details. Ability to understand and follow oral and written instructions and the ability to collect and compile data. Able to assess when to act independently or to refer situations to the Insurance Benefits Specialist or the Executive Director of Finance and Business Services. Ability to establish and maintain effective working relationships with school staff, employees, carriers, and the public. Capable of maintaining accounts receivable. Employee must be able to plan and effectively organize work activities to meet deadlines (predetermined or not) and be able to shift to new tasks as priorities change. Capacity to recognize and report hazard and apply safe work methods.

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 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.

Physical Exertion/Environmental Conditions: The employee is regularly required to sit and talk or hear. The employee is required to stand, walk and operate a computer and reach with hands and arms. The employee must occasionally lift and /or move up to ten pound, such as reports. Specific vision abilities required by this job include close vision and depth perception. Regular attendance is required to successfully perform the duties of this position. There is some degree of stress in interacting with staff members, retirees, in meeting reporting deadlines, and in dealing with confidential information of a personal nature.

7/19/02
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