

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: BENEFITS CLERK

TITLE #: 1084

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the performance of specialized administrative and benefit related tasks in a school business office. Responsibilities include report preparation, processing of difficult clerical materials and assisting employees in the resolution of benefit related problems. Work is performed under the general supervision of the Business Administrator in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Explains a variety of contractual benefits to employees, including health insurance, sick bank, and the retirement system, and assists them in the completion of enrollment forms and related paperwork;

Researches and assists in the resolution of individual employee questions and/or problems regarding health insurance, life insurance, retirement benefits, workers' compensation, etc.;

Maintains computer network, including trouble shooting, updating, daily data backup and contact with software and computer dealers;

Analyzes and recommends to Administration computer network needs and refinements;

Assists in the preparation of a variety of financial reports, developing and coordinating data as needed;

Provides data analysis for the Business Administrator and independent auditor;

May represent District at meetings regarding health insurance and/or workers' compensation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of a wide range of employee benefits, including, but not limited to, health and dental insurance, workers' compensation, and applicable retirement systems; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of the elementary principles and practices of accounting and bookkeeping; ability to prepare reports and maintain records; ability to communicate effectively, both orally and in writing; ability to understand and interpret changes in regulations, laws and procedures; computer literacy involving a basic understanding of computer networks; human relations skills; initiative; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of 60 credit hours from a regionally accredited or NYS approved college or university and two (2) years of office clerical experience; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of office clerical experience; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

ADOPTED: 3/21/96

REVISED: 2/2/99