

EMPLOYEE BENEFITS ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class are responsible for delegated administrative functions in support of a large-scale self-funded insurance program. This position involves systemizing information and transactions into accounts and records dealing with group insurance policies for hospitalization, and workers compensation covering County employees, their dependents, retirees and others participating in County administered insurance programs. An incumbent also performs other clerical tasks requiring the exercise of independent judgement and an understanding of department procedures and policies. The work is performed under general supervision with unusual problems referred to a supervisor before action is taken. Supervision of the work of others is not a responsibility of this position. An Employee Benefits Assistant does related work as required.

TYPICAL WORK ACTIVITIES:

- Provides information concerning health insurance and workers compensation to participants covered in County administered insurance programs;
- Administers Accounts Receivable and Accounts Payable for self-funded insurance plans;
- Reviews and verifies data on insurance application blanks submitted by employees and forwards applications to insurance companies;
- Makes changes, additions, and deletions to maintain current records of insurance in effect and assures correct billings;
- Receives remittances by mail or in person, verifies amounts and records payments for insurance coverage;
- Conducts correspondence on matters where policies and procedures are well defined;
- Answers telephone and gives out information;
- Acts as receptionist and may explain policies or requirements to employees or others;
- Operates electronic data processing system to process records and report data.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of keeping and checking financial accounts and records; good knowledge of office terminology, procedures, and equipment; good knowledge of business English; ability to understand and follow oral and written directions; ability to make arithmetic computations accurately; ability to write legibly; ability to operate alphanumeric keyboards accurately at a satisfactory rate of speed; ability to deal effectively with the public and others; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A) Possession of an Associate Degree in Accounting, Business Administration or a closely related field and one (1) year of experience working with an employee benefits program;

OR

B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience working with an employee benefits program;

OR

C) An equivalent combination of training and experience as defined by the limits of A) and B).

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 2/08/2018

Revised: 7/27/2022