

## EMPLOYEE BENEFITS ASSISTANT CLERK

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 programs. This position involves responsibility for systemizing information and transactions into accounts and records dealing with group insurance ~~polices~~policies for hospitalization, and workers compensation, ~~and unemployment 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 Clerk does related work as required.

### TYPICAL WORK ACTIVITIES:

- Provides information concerning health insurance, and workers compensation ~~and unemployment benefits~~ to participants covered in county administered insurance programs;
- Administers Accounts Receivable and Accounts Payable for self-funded insurance plans;
- Processes monthly billings for group health 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 assure 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;
- Types records and reports, and checks for clerical accuracy, completeness, and proper extension;
- 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;
- Orders departmental supplies and equipment;
- May process departmental payroll.

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.

physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's 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).

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 3/20/9101/01/2018

Revised; 5/19//2011

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