

**Job Title: RISK MANAGEMENT BENEFITS CLERK**

**Definition:**

Reports to the Director of Risk Management and general supervision of the Assistant Superintendent of Business Services, performs a variety of technical, clerical and accounting duties in the areas of employee benefits, payroll and risk management.

**Distinguishing Characteristics:**

This classification is distinguished from others in that the incumbent performs a variety of duties with special emphasis on benefits accounting, employee database maintenance, record-keeping and reporting and customer service.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Reconciles deduction registers with benefit payments and requests "B" warrants for payment. Maintains accounting records for all insurance payments.
2. Receives cash payments, as needed and deposits according to established accounting procedures.
3. Processes forms for changing and maintaining benefits and responds to inquiries from employees and vendors.
4. Inputs and updates benefit deductions in county HRS system.
5. Assists with all open enrollment periods, including health benefits and section 125 plans and with new employee orientation as it pertains to benefits.
6. Provides customer service including counter and phones.
7. Picks up mail and assists with sorting and distributing of such.
8. Performs general clerical assistance to the office including typing, Xeroxing and mailings and filing.
9. May organize Risk Management handbook, both on-line and hardcopy.
10. Maintain security of sensitive personnel issues.
11. Order office supplies.
12. Prepares service requisitions and purchase requisitions.
13. Completes PERS buyback information in Payroll.
14. Receives and processes subpoenas that have to do with any workers' compensation issues, gathers data and coordinates pick up of such records.
15. Receives and processes Confidential School Accident reports from the sites, filing and making copies to be sent to insurance carrier.
16. Assists with workers' compensation record keeping.
17. Assists with processing worker's compensation adjustments through the payroll system.
18. Keeps up-to-date on workers' compensation legislation.
19. Communicates with physicians, employees, and site administration regarding injury, work restrictions, and medical certifications.
20. Assists with processing and tracking reimbursements from the workers' compensation carrier for temporary disability.
21. Assists with maintaining OSHA logs.
22. Assists with property damage/loss claims, providing documentation to the insurance carrier for the payment of claims.

**Job Title: RISK MANAGEMENT BENEFITS CLERK**

- 23. Posts property damage/loss claims payments to the Incident Report spreadsheet.
- 24. Performs other related duties as assigned.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Modern office methods
- Spreadsheet applications and database management
- Business correspondence
- Basic accounting procedures
- Operation of various office machines
- Use of correct grammar, spelling and punctuation
- Operations of a computer

**Skill and Ability to:**

- Perform difficult and complex calculations with speed and accuracy
- Maintain accurate records and reports
- Understand and follow oral and written directions
- Use modern office equipment and machines
- Keyboard neatly and accurately at 35 wpm on a five-minute test
- Communicate policy, rules and regulations in a positive, accurate manner
- Computer working knowledge and experience
- Communicate orally and in writing with use of correct grammar, spelling, and punctuation
- Maintain professional confidentiality
- Work in a positive, cooperative mode with fellow workers, departments, and supervisors

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain knowledge, skills and abilities would be: high school diploma or equivalent, supplemented by additional courses in business, accounting and office procedures. At least three years of accounting experience, one of which must involve employee benefits accounting. School district experience desired but not required.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work, which may require sitting for prolonged periods.
- May be required to work at a computer terminal for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to take and pass physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

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<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing			X
Walking	X		
Bending (neck)			X
Bending (waist)		X	
Kneeling	X		
Reaching		X	
Stooping		X	
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

	<b>Lifting</b>			<b>Carrying</b>		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions	X		
Supervise	X		
Interpret Data			X
Organize			X
Write		X	
Plan		X	
Multi-Task			X

<b>Equipment Use:</b>	Rarely(0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier		X	
Computer			X
FAX Machine	X		
Radio	X		