

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED MARCH 2012
RANGE: 40.5
CLASSIFIED
CODE: 4

BENEFIT TECHNICIAN ASSISTANT

DEFINITION

Under general supervision, perform a variety of responsibilities and technical functions pertaining to the schools employee benefit program;

to provide assistance to participating agencies pertaining to employee benefits;

to do other related work as required.

EXAMPLES OF DUTIES

Perform specialized and technical functions in assisting Employee Benefit Technicians with the administration of the program in accordance with established guidelines, including eligibility and other related matters;

assist in the administration of COBRA in compliance with federal regulations and coordination of payments received from members who elect to continue coverage;

perform data entry for Blue Cross, the SISC Health Eligibility and Reporting System, SISC Health and Welfare Benefit products, COBRA and spreadsheets;

locate and retrieve data from a variety of information sources;

compile statistical data and reports required in the employee benefits programs;

establish and maintain alphabetical, numerical, subject matter, and other classification files and catalogues;

perform a variety of specialized clerical functions such as the preparation of statistical reports and summaries for SISC Health and Welfare products;

operate a computer terminal to input and extract data from an automated information management, storage, and retrieval system;

establish, balance, verify, adjust and maintain related records and reports;

assist in the preparation and release of payment from various accounts and funds.

QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar and punctuation;

modern office practices and procedures;

standard business machines and automated data management, storage and retrieval equipment;

Microsoft Excel, word processing and spreadsheet software.

Ability to:

Prepare fiscal and statistically related reports and summaries;

perform arithmetical calculations with speed and accuracy;

develop and work with complex computerized spreadsheets;

type at a net corrected speed of 40 words per minute;

operate 10-key number pad at a net speed of 150 characters per minute;

communicate effectively in oral and written form;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

work over eight (8) hours per day and/or 40 hours per week during peak times of the year, such as open enrollment, as directed by immediate supervisor.

Experience:

Two years of experience involved in increasingly responsible accounting practices or fiscal record management systems.

Education:

High school diploma or GED required, supplemented by course work or training in business office procedures, automated record management, storage, and retrieval systems, and other related functional areas.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

10/8/15

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