

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: INSURANCE CLERK I

BASIC FUNCTION:

Audit insurance deductions data for effective, accurate, payment of employees according to established timelines; compute insurance premium payments and adjust billings based on employee leaves.

DISTINGUISHING CHARACTERISTICS:

Insurance Clerk I incumbents perform standard clerical activities in support of employee benefit, worker's compensation and other insurance programs. The Insurance Clerk II incumbents serve in a lead capacity and perform more technical and complex duties.

REPRESENTATIVE DUTIES:

- Perform insurance deduction activities for personnel and reconcile data printouts.
- Coordinate personnel actions with payroll deductions and data processing for insurance deductions.
- Compile data and prepare various reports relative to insurance benefits.
- Receive, screen and direct incoming telephone calls and walk-ins; answer questions regarding benefit coverage, costs and payroll information as necessary.
- Update and maintain employee files regarding changes in benefits and employment as necessary.
- Maintain and process various insurance billings.
- Utilize computer to add, delete, or change employee insurance information.
- Distribute insurance materials to staff and department supervisors.
- Maintain and update payroll files and records of a confidential nature with insurance emphasis, COBRA, TEFRA and leaves of absences.
- Process and maintain records of staff leaves and absences.
- Reconcile worker's compensation and unemployment benefits with insurance benefits and leaves.
- Notify and assist employees regarding medical coverage.
- Prepare various correspondence, forms, reports and other materials as needed.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Techniques involved in insurance payroll preparation monitoring and control.
- Insurance deductions.
- Modern office practices, procedures and equipment.
- Preparation, review and control of assigned accounts.
- Preparation and processing of insurance information.
- District insurance and payroll policies and procedures.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Prepare, verify, process and control an assigned payroll.
- Work cooperatively with others.
- Add, subtract, multiply and divide quickly and accurately.
- Learn department and program objectives and goals.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain routine records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year clerical experience.

My signature indicates that I have been made aware of my job description and I agree to perform the duties assigned to me.

Date