



JOB DESCRIPTION
Employee Services Secretary

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The Employee Services Secretary under the general supervision of the Executive Director of Human Resources and the immediate direction of the Human Resources Director for Employee Services, maintains records and provides assistance to employees to ensure effective use of benefits, and contributes to and supports the efficient operation of the benefits programs.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One or more years of insurance/benefit experience preferred
- Bi-Lingual preferred

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to meet established deadlines
- Knowledge of administration of employee benefits programs
- Ability to interpret and disseminate insurance and benefits information to individuals and groups
- Effective communication and interpersonal skills
- Proficient in typing, keyboarding, and file maintenance
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
- Knowledge of basic accounting principles

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Enters all annuity deductions/cancellations in the payroll system.
3. Runs Traqs report for all paraprofessional employees.
4. Assists with employment verifications.
5. Performs secretarial/clerical functions as assigned.
6. Performs initial entry, deletion and adjustments of insurance premiums for all employees into the payroll system.
7. Answers employee and applicant questions concerning employment and insurance.
8. Conducts initial benefit meeting for new employees for groups of up to (50).
9. Provides answers for insurance companies regarding employee status and benefits.
10. Processes all disability forms.
11. Tracks and maintains leave records for all employees on FMLA and Temporary Disability Leave.
12. Acts as liaison between employees and insurance companies.
13. Sends required notices to employees for COBRA & HIPPA compliance as required by federal law.
14. Tracks insurance payments for COBRA participants and those employees on leave.
15. Cross-trains with Employee Services Specialist and Employee Benefits Specialist..
16. Responsible for coordinating and tracking Human Performance Exams.
17. Assists with "Shoes for Crews" program.
18. Inputs all insurance and benefit elections for para professional new employees into the insurance system.
19. Creates and maintains medical folders for all employees.

20. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbally and written), concentrate, reason, understand verbal instructions, differentiate, read, coordinate, compile, compute, instruct, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), reach, perform repetitive hand motions, hear and speak and possess visual acuity.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 5

Salary Range: \$10.92 min./ \$13.65 mid./ \$16.38 max.

Days: 226

Wage/Hour Status: Nonexempt

Updated: September 10, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.