

The **Sullivan County Human Resources Department** is seeking to fill the following position:

HUMAN RESOURCES BENEFITS SPECIALIST

This position involves the performance of technical duties in connection with the operation of the Benefits Administration function of Human Resources. Incumbent is responsible for establishing and maintaining health insurance, as well as Workers' Compensation files, maintain appropriate disbursement records and assisting claimants with regard to filling claims, program procedures etc. Extrapolates and analyzes data as it applies to benefits programs and contract obligations. Work is performed under direct supervision of the Human Resources Benefits Coordinator.

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 a Bachelor's Degree in Accounting, Business Administration, Public Administration or a closely related field; or
- (B) Graduation from high school, or possession of a high school equivalency diploma, and four (4) years of full-time paid experience involving the responsibility for maintenance of financial accounts; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

***SPECIAL NOTE:** Previous experience reconciling health, dental and/or other benefits preferred.*

SALARY: \$45,000.00

TO APPLY ONLINE, visit: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service examination.

Applications accepted until position is filled.

EEO/AA Employer

M/F/D/V