

INSURANCE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in financial record-keeping and other clerical tasks in connection with the administration of one or more types of insurance programs, including health insurance, disability insurance or workers compensation or liability. The work requires a general understanding of office rules, policies, and procedures. Work is performed under general supervision with detailed instructions given regarding department objectives.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Receives, records and deposits, all payments received for health insurance from subdivisions, retirees, etc;

Reconciles bank accounts, issues disbursements to carriers or claims administration;

Maintains health insurance enrollment records to enter new enrollments, terminations, and status changes;

Reviews health insurance files to determine when individuals become eligible for Medicare enrollment;

Assist employees/retirees needing assistance in filing health insurance claims;

Assists in establishing and implementing procedures and controls to assure county's compliance with requirements under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and the Family Medical Leave Act;

Notifies employees who are separating from service of their options under COBRA, assists

INSURANCE CLERK

Page 2

employees with sign-up procedures, and conducts conversion prior to expiration of regular health insurance;

Performs clerical and bookkeeping functions relating to the collection of premiums from individuals, including current employees, retirees and individuals covered under the COBRA provisions;

Assists in analyzing insurance and other benefit proposals and provides information for use by managers and/or legislators in selecting insurance vendors and in making policy decisions;

Assists in establishing, implementing and overseeing procedures to assure that benefit programs are properly applied in situations involving a paid or unpaid leave of absence;

Maintains a variety of records, rosters, files, and reports relating to all aspects of benefits administration;

Word processing and typing of vouchers, correspondence and reports;

Processes, indexes, records, and files a variety of claim forms and other materials related to insurance programs;

Maintains files and records and performs general secretarial duties for the insurance office, including preparation of payroll documents.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of methods used in keeping financial records; good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic; ability to acquire a working knowledge of the various insurance programs administered through the insurance office; ability to perform basic arithmetic computations; ability to perform clerical operations including comparing, checking and counting; ability to follow oral and written instructions; ability to

INSURANCE CLERK

Page 3

accurately file materials using an established filing system format; and ability to type.

MINIMUM QUALIFICATIONS: There are no academic or experience qualifications for this title.

To be eligible for appointment, candidates must demonstrate entry level clerical aptitude and competence by successfully participating in an entry level clerical examination.

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Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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