

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST III, Benefits

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three (3) years of experience in clerical activity, one of which must have involved bookkeeping or accounting duties.
- Knowledge of computer applications as related to specific job functions; computer data entry experience desirable.

REPORTS TO Coordinator of Insurance

SUPERVISES No supervisory duties

POSITION GOAL

To assist with the development, implementation, and maintenance of a comprehensive program of group health and life insurance and other benefits for employees of the school district.

PERFORMANCE RESPONSIBILITIES

1. * Process invoices for all leave and retired personnel.
2. * Maintain all benefits records and reports regarding authorized benefits deductions.
3. * Calculate and remit monthly premiums for employee coverages to group insurance carriers.
4. * Assist employees with matters concerning deductions, and benefits.
5. * Assist with the processing of benefit deduction information.
6. Perform other duties as assigned by the Coordinator of Insurance.

*Denotes essential job function/ADA

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-C **\$31,925 - \$56,694**
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **14**
EEO-5 Line **44**

Function **7500**
Survey Code **77332**
Job Code **1647**

ADA CODES

2 **Sedentary**
3 **A - C / P / S - V**
4 **Indoors**

BOARD APPROVED

August 12, 1997