

Developed for Equal Opportunity
FUNCTION: Under general supervision from employee benefits supervisory personnel, prepares claims applications for processing, provides information on employee benefits & process applications for newly hired employees & performs clerical tasks related to employee benefits activities;
 COUNTY OFFICES, UNIVERSITIES

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	41-51	Prepares claims applications for processing (e.g., examines for completeness & accuracy; assists in filling out forms; secures information from claimants, employers, agencies, physicians, hospitals).	Knowledge of (1) public relations, (2) insurance claim processing; ability to (3) deal with problems involving several variables in familiar context, (4) complete routine forms, (5) answer routine inquiries from employees &/or agencies, (6) calculate fractions, decimals & percentages.
2	16-22	Provides information on provisions, cost, eligibility, benefits for medical, surgical, sickness accident & life insurance.	Knowledge of 1, 2*, (7) assigned insurance programs*; ability to 5.
3	7-17	Processes insurance forms for newly hired employees, checking for completeness & obtains any required information from agencies & employees.	Knowledge of 2*; ability to 3, 4, (7) work alone on most tasks.
4	16-26	Performs clerical tasks related to employee benefits activities (e.g., maintains files, prepares copies of claims, receives correspondence & calls regarding claims).	Knowledge of 2*.

Developed after employment
UNUSUAL WORKING CONDITIONS:
MINIMUM CLASS REQUIREMENTS: (including license, if any.) Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in public relations (or 1 mo. exp.); or equivalent.
TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Employee Benefits Coordinator 1

CODE: 64681 C

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