



Benefits Assistant- Employee Benefits

Terms of Employment: 12-months

Exemption Status: Non-Exempt

Salary: \$37,148 - \$68,609

ASFCME Scale: UA G11-12

EDUCATION, QUALIFICATIONS AND WORK EXPERIENCE

- Associate's degree in Human Resources, Business Administration, or related field from an accredited college or university
- Three years progressively responsible experience in Benefits Administration
- Proficient in Microsoft Office (Word, Excel, Outlook, Power Point)
- Demonstrated ability to work professionally and discretely with extremely confidential information
- Strong focus on accuracy and attention to detail
- Excellent problem solving and troubleshooting abilities
- Excellent planning, organizational and time management skills
- Self-motivated with the ability to work both independently and in a team environment
- Excellent customer service, communication (both written and verbal), and cross group collaboration skills required

ESSENTIAL JOB FUNCTIONS

- Prepares and processes COBRA paperwork for new and departing employees
- Processes MSRA retirement Enrollment forms
- Prepares and files various correspondence or other documents.
- Provides information to employees and retirees regarding health, dental, optical and life insurance.
- Maintains files of insurance activities, which includes updates and cancellations; coverage changes and enrollments
- Reviews revisions to the health insurance booklet for printing
- Performs other work-related duties as assigned

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

Rev. 9/2020