

Insurance Clerk Tompkins County

Department: Tompkins-Seneca-Tioga BOCES

Classification: Competitive

Approved: 08/10/01 BOCES Board

Revised: 10/15

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Completion of at least 30 credit hours of study at a regionally accredited or New York State registered college or university which must have included at least nine credit hours in business administration, accounting or secretarial science; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience in processing insurance claims, maintaining insurance records, or determining eligibility for a benefit program using established criteria; **OR**

(c) Any combination of training and experience equal to, or greater than, that described in (a) and (b) above.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This clerical position exists under the jurisdiction of the T-S-T BOCES school district, however, the actual work site may be elsewhere in New York State. This position involves responsibility for performing clerical duties in the enrollment and processing of employee health insurance and worker's compensation claims. The work is performed under the general supervision of the Employee Benefits Manager in accordance with prescribed rules and regulations. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Interprets health, vision and dental insurance programs to employees and explains the nature of such programs;
- Determines eligibility of employees and enrolls them in the program;
- Assists employees in filing for medical claims;
- Provides information to health care providers on medical benefits and coverage;
- Reviews and processes worker's compensation claims;
- Maintains health insurance and worker's compensation files.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the regulations, eligibility requirements and types of coverage of the health insurance programs;
- Good knowledge of the procedures involved in processing workers compensation claims;
- Ability to follow oral and written directions;
- Ability to maintain accurate records;
- Clerical aptitude, tact and good judgment are required.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

08/10/01

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