

CLASSIFICATION SPECIFICATION
LORAIN COUNTY
 An Equal Opportunity Employer

TITLE: Personnel Clerk
CLASS NO.:

JOB RESPONSIBILITIES: Under general direction, performs various clerical tasks in order to assist with the efficient operation of the Personnel Department; e.g. on direction of Benefits Coordinator enters insurance-related data into computer and processes accordingly, receives and responds to insurance-related inquiries; assists Safety Risk Manager with clerical tasks related to the operation of County Safety programs; etc.

Performs other related duties as required

QUALIFICATIONS (Coursework, training, work experience, or equivalent combination):
 Completion of secondary education supplemented by courses in computer operations, typing, basic accounting, human resources and/or modern business office practices, plus three (3) years of experience in the administration of insurance programs, with associate's degree preferred; or an equivalent combination of knowledge, skills and experience necessary to perform essential function of the position.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:
 None.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
30-40	1. Performs a variety of clerical duties to assist with efficient operation of Lorain County Personnel department with specific emphasis on Benefits and Safety/Risk aspects (e.g., operates a variety of office equipment; types, files, answers telephones; operates a computer terminal to retrieve information; etc.).	1. Knowledge of (a) department policies and procedures,* (b) office practices and procedures; skill in (c) typing, (d) computer operation, (e) use of modern office equipment; ability to (f) carry out instructions in written, oral, or picture form, (g) deal with problems involving several variables within familiar context, (h) define problems, collect data, establish facts, and draw valid conclusions, (i) understand, interpret, and apply laws, rules, or regulations to specific situations, (j) communicate effectively, (k) develop and maintain effective working relationships.

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Page 2 of 3

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20-30	2. Receives and responds to questions, complaints, and other concerns of employees regarding insurance eligibility, claims, benefits, etc. (dental, vision, life, health); contacts representatives of insurance companies, when necessary, to obtain information or to resolve problems.	2. Knowledge of (a),* (b), (l) insurance claims processing; skill in (d), (e); ability to (f), (g), (h), (i), (j), (m) prepare accurate documentation, (n) maintain records according to established procedures.
10-20	3. Enters insurance-related data into computer to ensure proper eligibility determination and processing of claims; types COBRA notices and other insurance-related documentation; files and retrieves documents and performs other clerical tasks in order to ensure the efficient operation of the office.	3. Knowledge of (a),* (b), (o) COBRA health insurance continuation rules and policies; skill in (d), (e); ability to (f), (g), (h), (i), (j), (m), (n).
10-15	4. Performs a variety of clerical tasks related to the County's Section 125 Cafeteria Plan (e.g., schedules and organizes open enrollments, schedules appointments pursuant to qualifying events, responds to inquiries, resolves discrepancies, processes election forms, etc.).	4. Knowledge of (a),* (b), (p) basic health insurance plan rules; skill in (d), (e); ability to (f), (g), (h), (i), (j), (m), (n).

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Developed by Clemans, Nelson & Associates, Inc.

Columbus, Ohio 43017

{8/22/2018 CLLORBC 00217136.DOCX }

DAS Approval

Date _____

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10-15	<p>5. Performs a variety of clerical tasks related to the County's Safety/Risk administration program and serves as back-up to Safety/Risk Manager (e.g., responds to inquiries, prepares reports, disseminates information, conducts basic research, maintains files and records relating to activities and investigations; etc.).</p> <p>6. Performs other duties as assigned by Personnel Department staff.</p>	<p>5. Knowledge of (a),* (b); skill in (d), (e); ability to (f), (g), (h), (i), (j), (k), (m), (n).</p>

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