

## Personnel Clerk

### Job Duties:

- Administration and processing of all benefits including health insurance, dental insurance, vision insurance, life insurance and all supplemental insurance policies. Also, assists employees regarding benefits claims issues and plan changes and coordinating benefits for retirees as they may relate to Medicare.
- Maintains and updates new hire records as well as processing new hire status changes and termination paperwork.
- Responds to New York State and Local Retirement System (“NYSLRS”) inquires from managers and employees relating to enrollments, plan changes and contribution amounts.
- Processes and administers all leave-of-absence requests and disability paperwork which includes, but is not limited to, medical, personal, disability and FMLA. As well as effectively interpreting Fair Labor Standard Act as it relates to leaves of absences, disabilities, etc...
- Verifies I-9 documentation and maintains that they, as well as employee files, are current.
- Compose routine letter and correspondence for the Finance Department as well as performing customer service functions by answering employee requests and questions.
- Process all retirement benefits for employees regarding final payouts, medical coverage, Medicare policy operations and COBRA.
- Review and enter worker’s compensation claims.

### Minimum Qualifications:

- Graduation from a college or university with a Master’s degree in Business or Public Administration and three (3) years of personnel/human resources experience; OR
- Graduation from a college or university with a Bachelor’s degree in Business or Public Administration and five (5) years of personnel/human resources experience; OR
- An equivalent combination of training and experience as defined by the limits of (A) and (B).

### Essential knowledge, skills and abilities:

- Working knowledge of New York State Civil Service law, employee benefit administration, and New York State Retirement System. Ability to work well with current and past employees. Ability to coordinate and implement people related services, policies, and programs.