

**CLARK COUNTY SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION**

**BENEFITS TECHNICIAN**

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Class Code: 0134

Job Family: Business/Finance

Classification: Support Staff

Terms of Employment: Pay Grade 49 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

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**POSITION SUMMARY:**

Under general supervision and using established procedures, processes benefits for all employee groups.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. May conduct weekly group or one-on-one orientations with newly hired Administrators and Support Staff employees explaining their entire health insurance benefit package and/or their alternative options.
2. Processes and verifies all requests for changes in dependents and types of coverage and processes payroll deductions accordingly.
3. Interprets, explains, and provides procedures, regulations, and information regarding all benefits available via payroll deduction for all employee groups.
4. Processes qualified and non-qualified voluntary retirement plans. Investigates and verifies that all contributions are in compliance with IRS codes.
5. Processes, verifies, and submits life insurance and disability claims for all district employees.
6. Balances and adjusts all vendor monthly billings and statements.
7. Investigates and researches questionable data and takes corrective action when necessary to resolve benefits inquiries and problems.
8. Provides courteous, responsive, and accurate information to the public, administration, and employees.
9. Conforms to safety standards as prescribed.
10. Performs other tasks related to the position as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Involves tasks necessary to prepare and disseminate accurate benefits information for District employees utilizing substantial judgment and analytical ability.

**POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)**

1. General knowledge of clerical practices, business machines, computers and word processing.
2. Ability to learn specific vocabulary of relevant terms.
3. Ability to plan and organize work activities.
4. Ability to maintain confidentiality of information.
5. Ability to effectively communicate with persons of diverse cultural, educational and economic backgrounds.
6. Ability to apply established procedures to work activities.
7. Ability to collect and compile data.
8. Ability to concentrate on accuracy of details.
9. Ability to meet predetermined deadlines, and shift suddenly to new tasks as priorities change.
10. Judgment as to when to act independently and when to refer situations to supervisor.
11. Ability to work cooperatively with employees, other agencies, and the public.
12. Ability to recognize and report hazards and apply safe work methods.

**POSITION REQUIREMENTS:**

**Education, Training, and Experience:**

1. High school graduation or other equivalent (e.g., GED, college, technical, trade school transcript, foreign equivalency, etc).
2. Two (2) years benefits and/or payroll experience.

**Licenses and Certifications:**

None Specified

**Preferred Qualifications:**

1. 10 Key proficient.
2. Possess physical and mental stamina commensurate with the responsibilities of the position.
3. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

**DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:**

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.);
2. Specific documented evidence of training and experience to satisfy qualifications.

**EXAMPLES OF ASSIGNED WORK AREAS:**

Clark County School District Business and Finance Division.

**WORK ENVIRONMENT:**

Strength: Sedentary/Light – Exert force to 25 lbs. occasionally, or negligible amount of force frequently to lift, carry, push, pull, or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities, talking and hearing.

Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, VDT screens or other monitoring devices.

Hearing and speech to communicate in person or over the telephone.

Environmental Conditions: Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:**

Various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

**EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.

3/3/05

Revised: (07/15/05; 06/12/07; 11/20/08)