



Employee Benefits Assistant
Administrative Services

AS/14
Pay Grade: 10

JOB SUMMARY

This position is responsible for providing clerical support for the county's employee benefits functions.

MAJOR DUTIES

- Examines and processes personnel management documents.
- Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel.
- Coordinates special events and open enrollment for benefits.
- Schedules meetings and activities.
- Maintains inventory of office supplies; makes purchases as needed.
- Maintains department files and records.
- Makes copies and scans documents.
- Prepares new employee orientation packets.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Employee Benefits Administrator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide clerical support for the county's employee benefits functions. Successful performance helps ensure the efficiency and effectiveness of those functions.

CONTACTS

- Contacts are typically with co-workers, other county employees, vendors, and the general public.
- Contacts are typically to give or exchange information, resolve inquiries, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Must have a high school diploma or GED from an accredited institution.
- Must have one to two years experience.
- Must be able to type 35 wpm.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date