

JOB DESCRIPTION
Nebo School District

Secretary - Benefits HR

Purpose Statement

The job of Secretary - Benefits HR is done for the purpose/s of providing administrative and secretarial support to assigned administrative personnel; coordinating and monitoring assigned activities; and providing information, recommendations and/or direction as may be requested.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Director of Human Resources

Essential Functions

- Coordinates a variety of programs and/or activities (e.g. travel, schedules, etc.) for the purpose of delivering services in compliance with established guidelines.
- Maintains a wide variety of manual and electronic documents, files and records (confidential and non-confidential) (e.g. meeting minutes, materials received/sent, department/program budget data, employee records, Alio position control, financial records, etc.) for the purpose of documenting activities, complying with mandated requirements and/or providing up-to-date reference and audit trail.
- Monitors assigned departmental activities and/or program components (e.g. payroll, meetings, department budget and expenditures, compliance with state requirements, etc.) for the purpose of ensuring that goals are achieved, target dates are met and financial, legal and/or administrative requirements are satisfied.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares insurance billings (e.g. medical, dental, etc.) for the purpose of ensuring accurate premiums and coverage for the district and employees.
- Prepares a variety of reports, documents and correspondence (e.g. insurance enrollment reports, letters, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. purchase orders, expense claims, invoices, and medical, dental, life insurance enrollment and changes, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to a wide variety of program-specific and district-general inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, insurance groups, medical facilities, etc.) for the purpose of providing information, facilitating communication among parties and/or direction.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; and office methods and practices including office application software.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Pre-employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Range