

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
CLASSIFIED JOB DESCRIPTION**

**Job Title:** Administrative Assistant II-  
Benefits-Insurance Trust

**Department:** Central Services-Human Resources

**Grade** G  
**H.P.D.** 8  
**D.P.Y.** 260

**Job Description**

**Date Reviewed:** July 2023

**Reports To:** Lead Benefits Representative

**Purpose of Job**

The purpose of this job is to perform administrative functions to support the Benefits Office and Insurance Trust. Maintains high level of confidentiality with all aspects of communication and employee benefits.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Creates customer first environment within the Benefits Office, through accurate, timely, and effective communication, both oral and written.

Greets visitors, ascertains nature of business; assists and/or directs visitors to appropriate person.

Answers the telephone; takes and relays messages and/or direct calls to appropriate personnel.

Maintains confidentiality with regard to private medical information/history pertaining to employees.

Responds to routine requests for information or assistance from benefit recipients, members of the staff, the public or other individuals.

Prepares routine and confidential correspondence, letters, memoranda, forms, reports and other documents and disseminates appropriately.

Prepares copies for the Benefits Office as needed. Copies and distributes correspondence, memoranda, reports, and other related materials.

Prepares and update files; maintains file system of office records.

Prepares new employee orientation material packets.

Prepares Public Higher Education Fee Discount, Public and Teacher Loan Forgiveness, Teacher Grant Application Forms.

Processes all beneficiary forms.

Updates names and contact information in Munis and with vendors.

Enters certified, classified, and administrative staff payroll deductions into Munis.

Enters all payroll deductions for employees utilizing the Onsite Clinic.

Enters all Voluntary Life Insurance enrollments and updates on vendor website.

Monitors Blue Cross Blue Shield ID card process, and orders replacements when necessary.

Monitors and retrieves items from Benefits basket in accounting.

Maintains and updates inventory of Benefit forms.

Receives, opens and distributes incoming mail; prepares outgoing mail.

Attends Clarksville Montgomery County Employee Insurance Trust meetings and prepares minutes from the meeting. Assists with preparing packets with all documents for Insurance Trust Members.

Assists in coordinating and implementing annual Benefits Fair and assists with HR events as needed.

Assists in coordinating the annual retirement reception, to include coordination of invitations, certificates, programs, etc.

Assists in processing benefits enrollments.

Assist with fingerprinting on a regular basis.

Acts as backup for 403b contribution file submission and payments.

Acts as a backup for new employee onboarding for classified staff.

Uses knowledge of various software programs such as Microsoft Word, Excel, Outlook and Munis, to operate a computer in an effective and efficient manner.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School diploma (or Equivalent) required, with three to five years of administrative experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System and Human Resource practices as they pertain to the performance of duties relating to the job of Administrative Assistant II-Benefits-Insurance Trust. Has general knowledge of Human Resources practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 20 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**