

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

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

**Department:** Central Office

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

**Job Description**

**Date Reviewed:** May 2021

**Reports To:** Human Resources Associate-Benefits

**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.

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

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.

Assists with communication distribution between wellness programs and employee.

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

Enters all payroll deductions for employees utilizing the Onsite Clinic.

Updates names and contact information in Munis and with vendors

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

Maintains and updates inventory of Benefit forms; initiates orders for forms.

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

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

Prepares new employee orientation material packets.

Acts as backup for ACH transaction for Retiree medical insurance premiums and 403b/457 contribution payments to vendors.

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 and reconciliations.

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

Develops, formats the content of the quarterly Benefits Newsletter, as well as the bi-weekly Employee Newsletters.

Monitors and retrieves items from Benefits basket in accounting.

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

Prepares Student Discount Forms.

Prepares Loan Forgiveness Forms.

Back-up for fingerprinting

**Additional Job Functions**

Performs other duties as required.

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

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma (or GED) 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-Human Resources-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.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines and equipment which includes a computer, printer, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Administrative Assistant II-Human Resources-Benefits-Insurance Trust. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Administrative Assistant II-Human Resources-Benefits-Insurance Trust.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**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.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

**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**