



Position:	Health Benefits & Claims Support Clerk–Full-time, 12 month, 7.5 hr/day, Non-Unit, Competitive Civil Service position.
Location:	The Catskill Area Employee Benefit Plan (CASEBP) at the Northern Catskills Occupational Center in Grand Gorge.
Minimum Qualifications:	Graduation from high school or possession of a high school equivalency diploma and two (2) years full-time clerical experience or its part-time equivalent in working with health/dental and other insurance benefits. Working knowledge of Microsoft Excel and Word, medical terminology and customer service experience preferred.
Responsibilities:	<p>Responsibilities include but are not limited to phone coverage in the CASEBP office; preparing correspondence, documents, records and lists as required; prepare and receive all purchase orders in WinCap; assisting with coverage questions from participants as needed. Knowledge of modern office terminology procedures, equipment and business English; good knowledge of business math; and working knowledge of health and dental plans offered by CASEBP required.</p> <p><u>Civil Service Job Description:</u></p> <p>Distinguishing Features of the Class: This work involves responsibility for accurate performance of clerical duties in the support of the Catskill Area School Employee Benefit Plan (CASEBP) Office. The incumbent performs other administrative and clerical functions as needed. The work is performed under the direct supervision of the Health Benefits and Claims Coordinator. Does related work as required.</p> <p>Typical Work Activities: Responsible for phone coverage in the CASEBP office; Greets clients and/or visitors; Prepares correspondence, documents, records and lists as required; Assists with coverage questions from participants as needed; Performs all aspects of office purchasing; Performs all office filing; Makes copies, faxes and scans documents as required; Sorts, date stamps and distributes mail and packages; Sets up all meetings for the CASEBP office including but not limited to, securing rooms and making copies; Prepares all purchase orders in Wincap , tracking, receiving and payment of orders; Prepares and updates all required forms; Schedules meetings and appointments as required; Responsible for all service contracts and service for office equipment; Responsible for all equipment inventory; Assists with any check refunds as requested.</p> <p>Full Performance Knowledge, Skills, Abilities and Personal Characteristics: Good knowledge of modern office terminology procedures, equipment and business English; Good knowledge of business math; Working knowledge of health and dental plans offered by CASEBP ; Ability to prepare records and reports; Ability to communicate effectively, both orally and in writing ; Ability to deal effectively with the public; Ability to establish and maintain effective working relationships with others ; Ability to operate a personal computer and utilize common office software programs ; Ability to understand and empathize with the needs and concerns of others; Ability to understand and interpret complex written material.</p>
Starting Date:	October 2019
Application Deadline:	September 23, 2019
Starting Salary:	\$25,000 - \$28,000 dependent upon education and experience.

Apply To:	www.olasjobs.org/southern A completed application should include an updated cover letter, updated resume and at least three professional references.
Further Information	humanresources@oncboces.org
Additional Information:	<p>Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list.</p> <p>The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.</p> <p>The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.</p>