



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

JOB CLASSIFICATION TITLE: ADMINISTRATIVE SUPPORT
BENEFITS/WC

DEPARTMENT: OFFICE OF MANAGEMENT AND BUDGET

PROBATIONARY RATE: \$18.13 - \$20.13 PER HOUR
DEPENDING ON QUALIFICATIONS

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING AUGUST 30, 2024

**VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS
FOLLOWS:** CLICK ON JOB OPPORTUNITIES THEN CLICK ON WARREN
COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR
DESKTOP AND EMAIL THE COMPLETED APPLICATION TO:
WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER
WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$270 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Administrative Support
Class Title:

Incumbent:

| | | | |
|--------------------|--------------------------------------|------------------------------|-------------------|
| Department: | OMB | FLSA Status: | Non-exempt |
| Reports To: | Benefits and Risk Manager | Civil Service Status: | Classified |
| Pay Range: | #10 | Employment Status: | Full Time |
| Probation: | 365 Days | Lunch: | Unpaid |
| Work Hours: | 8:00A.M. to 5:00 P.M. | | |

JOB RESPONSIBILITIES:

Under direction, types correspondence, reports, forms, and other documentation; analyzes benefits paperwork for completion, accuracy and resolves errors/questions; ensures accuracy of information entered into multiple systems; maintains various benefits and accounting records; research and gathers data; maintains program files and records; assist employees with general questions pertaining to health benefits and workers' compensation.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of secondary education or its equivalent with coursework in business; knowledge of office practices and procedures; knowledge of bookkeeping, knowledge of record retention procedures; and good computer skills.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Ohio Valid Driver's License

ESSENTIAL FUNCTIONS:

1. Prepare correspondence, reports, forms, emails and memorandums related to the health insurance program, workers' compensation program, and property casualty program.
2. Performs bookkeeping task, create and maintain program files and records, and process invoices and receipts.

- 3. Assist with processing employee enrollment paperwork, review and ensure accuracy of data entered into multiple systems and accurately process ongoing maintenance and data entry; assist with annual health insurance re-enrollment process.**
- 4. Conducts new employee orientation process.**
- 5. Assist employees with health insurance questions; interacts with insurance carriers relative to health insurance questions.**
- 6. Provide support with various required compliance; COBRA, HIPAA, ACA reporting, etc.**
- 7. Retrieve and process incoming mail, and provide phone support.**
- 8. Assist with various employee wellness programs and events and maintains associated record keeping. arrange blood drives periodically throughout the year.**
- 9. Provide support to the workers' compensation program; receive, transmit and research claim data; prepare claim file and ensure ongoing completeness of the file; may assist in preparation of office/department chargeback for workers' compensation claims.**
- 10. Provide support to the property and casualty insurance program. May receive, transmit and research claim data; generate reports relative to county fleet and county drivers.**
- 11. Performs clerical functions (e.g., files, retrieves documents, copies, collates materials, scan documents, etc.).**
- 12. Operates equipment (e.g., computer, typewriter, scanner, copier, fax, etc.).**
- 13. Demonstrates regular and predictable attendance.**
- 14. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.**
- 15. Maintains strict confidentiality as required by HIPAA.**

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: departmental policy and procedures; office practices and procedures; public relations, data processing.

Ability to: interpret a variety of instructions; communicate effectively; copy material accurately and correct grammatical and spelling errors; develop and maintain effective working relationships; maintain accurate records; analyze forms for completeness and resolve errors; calculate numbers; gather, collect and classify information; prepare meaningful, concise and accurate reports, multi-task.

Skill in: typing; computer; organization; data entry; calculator; filing; copier; fax, etc.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date Adopted:
Date Revised: 8/2024
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