

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

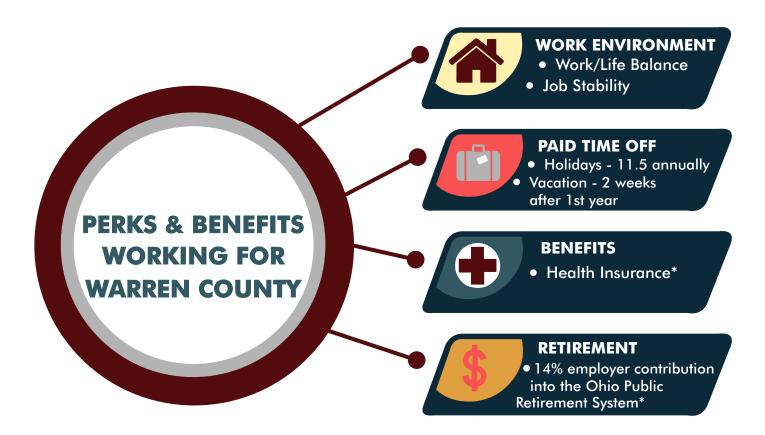
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING AUGUST 30, 2024

VISIT <u>WWW.CO.WARREN.OH.US</u> 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: <u>WCCOMMAPP@CO.WARREN.OH.US</u> 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



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 Incumbent:

Class Title:

Department: OMB FLSA Status: Non-exempt Reports To: Benefits and Risk Civil Service Status: Classified

Manager

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:

Date Revised: 8/2024

posdes

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.

| and that I am aware of the requirem | signature below signifies that I have reviewed the contents of my position description description at that I am aware of the requirements of my position. I further certify that I have reviewed most current copy of the Warren County Commissioners Personnel Policy Manual. | |
|-------------------------------------|--|--|
| (Employee's Signature) | (Date) | |
| Date Adopted: | | |