

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Benefits Clerk

**BASIC FUNCTION:** Under the supervision of the Vice Chancellor, Human Resources and Employee Relations, performs a variety of general clerical work.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Answers correspondence, maintains records and compiles reports for informational purposes related to District benefit plan matters.
2. Processes enrollment of new employees into District health and welfare plans; explains basic plan benefits to new hires.
3. Processes enrollment of retirees into retiree insurance plans.
4. Provides information for and assists current and former employees in addressing retirement questions and issues that may include STRS, PERS and PARS questions.
5. Informs associate faculty on available health insurance plans, rates and enrollment. Reviews teaching assignments for benefit eligibility.
6. Processes life and other insurance claims as needed.
7. Informs new and existing employees of Section 124 products and flexible spending accounts. May assist with the transfer of funds for check writes.
8. Answers the telephone; directs calls; provides information on benefit related inquiries.
9. Inputs and monitors payroll deductions for various insurance products and deferred compensation contributions.
10. Reconciles checks received from Riverside County Office of Education for voluntary payroll deductions, makes appropriate payments, and reconciles invoices for supplemental insurance plans.
11. Files and image scans all benefit documentation, both hard copy and electronic files.
12. Maintains supply of all benefit forms and information materials.
13. Assists Benefits Specialist with open enrollment and other projects as assigned.
14. Participates in District-provided in-service training programs.
15. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
16. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** One year of general, entry level, clerical work.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Modern office practices, computer equipment and software; proper grammar, punctuation, and spelling; basic mathematics and keyboarding skills; principles of customer service.

**ABILITY TO:** Operate modern office equipment, including, but not limited to, calculator, scanner, copier, fax machine, telephone, desktop computer; spell correctly; communicate effectively, orally and in writing; index and file; establish and maintain effective working relationship with others; to learn basic invoicing procedures; to learn basic benefit offerings of the District; to maintain confidentiality of records and information.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff,

and the community.

**CONTACTS:** Students, faculty, staff, vendors, and the general public.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.