



Pickens County Board of Education Job Descriptions

INSURANCE CLERK

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Month

REPORTS TO: Personnel Director/Designee

QUALIFICATIONS:

1. High School Diploma
2. Work related experience

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- System-wide Safety, Risk Management and Energy Meetings Accident Review Committee.
- To assure the smooth and efficient operation of the Superintendent's Office by giving assistance to system personnel on payroll and insurance matters.
- Obtains, gathers and organizes pertinent data as needed and put it into usable form.
- Updates and maintains employee personnel files.
- Keeps abreast of current insurance changes making all related reports.
- Works closely with and performs tasks associated with worker's compensation, unemployment, and insurance for retirees.
- Participates in in-service training required for the job.
- Attends professional meetings as required by the Superintendent, the Georgia Department of Education deemed necessary to perform the job.
- Cooperates with others and helps make the office a pleasant place to work.
- Handles telephone calls pertinent to personnel matters, insurance or other related responsibilities, as briefly as possible, in a courteous, professional manner, and keeps personal calls to a minimum.
- System-wide Open Enrollment.
- Creates ID Badges.
- Performs employment verification.
- All other duties deemed necessary to fulfill the needs of the Superintendent's Office.