

Bakersfield City School District  
Education Center - 1300 Baker Street  
Bakersfield, California 93305  
Personnel Services

**TITLE:** **BENEFITS CLERK**

**QUALIFICATIONS:**

1. Knowledge of modern office practices and procedures and operation of common office equipment, including computer and related software programs
2. Ability to make accurate arithmetical computations with speed and accuracy
3. Experience in organization and management of office
4. Ability to follow oral and written directions; ability to use independent judgment
5. Ability to work effectively with staff and public
6. Must pass required tests

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To provide services which contribute to effectiveness of department and services it renders

**PERFORMANCE RESPONSIBILITIES:**

1. Assists Benefits Supervisor in administration of benefit programs and risk insurance activities of District
2. Assists in preparation of narratives, statistical reports, records and files
3. Assists with data analysis of usage of employee health and welfare benefits
4. Performs accounting recordkeeping related to benefit programs and risk insurance
5. Gathers, assembles, tabulates, audits and files benefits and risk insurance data
6. Assists in collecting and routing information
7. Provides statistical typing and other clerical assistance as needed
8. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year according to current schedule; classified salary schedule, class 16

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.