THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS0669108**	DATE POSTED:	**08/18/14**
POSITION NO:	**235826**	CLOSING DATE:	**08/29/14**
POSITION TITLE:	**Benefits Clerk**		
DEPARTMENT NAME / WORKSITE:	**Navajo Nation Employee Benefits Program / Window Rock, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	Y560A
WORK HOURS:	8am to 5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 19,718.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 9.48	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Answers phone calls; Responds to inquires regarding employee benefit questions; Greets and assist clients; Assist Benefit Representatives and Benefit Coordinators with enrollment of new clients, terminations of clients from the plan, and process change requests; Assist with presentations and orientations of Benefit information; Make copies of presentation materials such as enrollment, changes, and termination forms, letters, beneficiary forms, etc.; Types correspondences and memorandums; Files documents in alphabetical order or other appropriate methods as specified; May distribute checks to clients; Maintains confidentiality of information regarding client protected information and documents; Receives and records incoming mail, faxes, and documents; Sorts and distributes incoming mail, faxes and documents to appropriate staff and departments/programs;

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School Diploma or G.E.D. and two (2) years responsible office support experience in a benefits, insurance, personnel (human resources) office or related field.

Preferred Qualifications:

- One (1) year employee benefits experience.
- Proficient in MicroSoft Office software or other computer applications.

Special Requirements:

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Ability to read and interpret life and health insurance policy, technical procedures, and other related regulations. Ability to write business correspondence, ability present information and respond to questions from clients, customers, carriers and claimants. Skill in managing confrontation situations and negotiations in a professional composed manner. Ability to collect data, compile data for presentations and reports. Ability to organize and prioritize work. Work independently with limited supervision. Professional telephone skills. Familiarity and ability to operate PC in Window Environment. Strong written and verbal communication skills.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.