

Title: <b>Insurance Account Coordinator</b>	Effective Date: May 11, 2012	Grade: VIII	Job Category: Office - Clerical
Prior Title: Insurance Account Coordinator	Prior Effective Date: June 18, 2009	Grade: VIII	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under general supervision, this position is responsible for supportive duties in the Insurance Office. This position also is responsible for collecting, recording, and validating data affecting the Department payroll with regard to benefits.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Collect and record data from Personnel Section, Divisions, and Districts affecting a payroll change for any employee and/or retiree, and take appropriate action to assure accurate and timely deductions.
- Advise and answer inquiries from District payroll clerks.
- Maintain special accounts ledgers.
- Provide customer service to employees, retirees and vendors.
- Provide assistance to other staff members.
- Write or type correspondence, forms and other documents.
- Prepare various reports.
- Compile and maintain records, including sorting and filing.
- Copy documents using office duplicating equipment.

*MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Demonstrated typing/keyboarding ability. Mathematical ability and ability to accurately record figures and to operate a ten-key adding machine and other office equipment. Working knowledge of Microsoft Word, Excel, and Outlook. Knowledge of PAHR and Pension Gold desired.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

