

Personnel and Civil Service

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NOTICE OF VACANCY Benefits Assistant

DATE OF ISSUE: 07/15/2024: The work involves the responsibility for assisting the Benefits Manager in administering a variety of employee benefit programs and maintaining Tioga County's Workers' Compensation Self-Insurance Fund. Moderately difficult account clerical duties will be performed in addition to extensive contact with employees, retirees, insurance carriers, and municipal agencies. Work is performed under general supervision of the Benefits Manager. As an incumbent develops their knowledge base, additional leeway will be allowed for independent action. Does related work as required.

The title of Benefits Assistant is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **The tentative test date for this examination is not yet known.** Pending a criminal background check*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional, pending permanent appointment from eligible list
Work Hours: Full time, 35-hour work-week
Salary: \$44,000 – \$54,000 (Management/Confidential); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Personnel & Civil Service Department

MINIMUM QUALIFICATIONS:

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- a. Graduation from a regionally accredited or New York State registered college or university with a Associate's Degree in Business Administration and one (1) year of full-time (or it's part-time equivalent) within employee benefits, Workers' Compensation, or human resources; **OR**
- b. Three (3) years full-time (or it's part-time equivalent) experience in employee benefits, Worker's Compensation, or human resources; **OR**
- c. An equivalent combination of training and experience as defined by the limits of a) and b).

APPLY ONLINE by using our "Online Application Tool": <https://www.tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications will be accepted until the position has been filled.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

**Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.*