**Class Code: 7680**

# LOCAL DISTRICT CLASSIFICATION PLAN

## CLASS TITLE: INSURANCE TECHNICIAN

 **(ADMINISTRATIVE ASSISTANT FOR INSURANCE)**

**BASIC FUNCTION:**

 Coordinate various liability insurance programs including vehicle and school program, fire and extended coverage program, boiler insurance program, and others; communicate with staff and vendors.

**REPRESENTATIVE DUTIES:**

* Maintain financial reports, follow-up and disposition of claims and losses in various non-personnel related insurance programs.
* Assist in the preparation of bid specifications and bid analysis for insurance and benefits programs.
* Communicate with staff and vendors regarding insurance claims and their disposition.
* Process vendor invoices for premium payments for the various insurance programs.
* Maintain files for each of the insurance programs and the status of their associated claims.
* Maintain schedules of vehicles and other property covered by the various insurance programs.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

 **KNOWLEDGE OF:**

* Insurance contract language.
* Various non-personnel related insurance programs.
* Related bid specifications and analysis.
* Modern office practices, procedures and equipment.
* Record-keeping techniques.
* Oral and written communication skills.
* Applicable sections of the State Education Code and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.

 **ABILITY TO:**

* Coordinate various liability insurance programs including vehicle and school program, fire and extended coverage program, boiler insurance program, and others.
* Prepare bid specifications.
* Add, subtract, multiply and divide quickly and accurately.
* Maintain financial records and files.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.

##### Insurance Technician (Administrative Assistant for Insurance) – Continued Page 2

**OTHER DETAILED DUTIES FOR INSURANCE TECHNICIAN (Administrative Assistant for Insurance)**

* New and Termed Employees Benefits
* Monthly Insurance and Annuity Company Billings
* Section 125 Flexible Cafeteria Plan
* Worker’s Compensation Reports and Claims
* Student Athletic Injury Claims
* OSHA Report
* Unemployment Insurance Reports and Claims
* Property/Liability/Errors & Omissions/Transportation Insurance
* Performance Bonds
* Tracking of ACA (Affordable Care Act Health Insurance) for Paraprofessional Employees
* Backup for Administrative Assistant to Superintendent

**EDUCATION AND EXPERIENCE:**

 Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years increasingly responsible clerical experience involving insurance related tasks.

Board Policy #03.21:

Anyone seeking employment with the District on or after July 8, 1996 shall hold a GED or high school diploma before being considered for that position.

#### Administrative Assistant for Insurance – Continued Page 3

###### OTHER DETAILED DUTIES FOR ADMINISTRATIVE ASSISTANT FOR INSURANCE

* New and Termed Employees Benefits
* Monthly Insurance and Annuity Company Billings
* Section 125 Flexible Benefit Cafeteria Plan
* Worker’s Compensation Reports and Claims
* Student Athletic Injury Claims
* OSHA Report

* Unemployment Insurance Reports and Claims
* Property/Liability/Errors & Omissions/Transportation Insurance
* Performance Bonds
* Bidding/Model Procurement
* Backup for Administrative Assistant to Superintendent.

Updated: April 2013