

**ANNOUNCEMENT NUMBER:**

**JOB TITLE:** Benefits Processor  
**DEPARTMENT:** Management Services  
Office of Human Resources & Risk Management  
**HOURS:** 8:00 a.m. - 5:00 p.m.  
Monday - Friday  
**SALARY:** \$2,900.00 - \$3,300.00 Per Month Starting  
Commensurate With Experience  
Based On 26 Pay Periods

**EDUCATION:** High school diploma or G.E.D. equivalent is required. Some college, technical school and/or related training are a plus.

**EXPERIENCE:** Three (3) to five (5) years of paid general office experience and internal/external customer service experience is preferred. Education or work internship may be considered. Some experience in employee health benefits, human resources, risk management, accounts receivable, and/or insurance is **required**; experience with optional employee and public retirement plans beneficial. Bilingual in Spanish a plus.

**JOB SKILLS:** Must type 35 w.p.m. with 95% accuracy and pass the "Clerical Aptitude Test" with a score of 90% in each area. Good communication and organizational skills, and a working knowledge of word processing and electronic spreadsheet programs are required.

**JOB DESCRIPTION:** Works in a team environment and provides administrative support to the Office of Human Resources & Risk Management Benefits Division. Responsible for handling multiple incoming lines involving benefits and eligibility counseling to employees, retirees and department representatives. Interfaces with employees, benefit coordinators, payroll clerks and vendors in a professional, courteous, cooperative, and knowledgeable manner. General responsibilities include processing benefits paperwork utilizing the County's Financial Accounting System (IFAS), creating spreadsheets, working with the COBRA database, type and compose correspondence, file documents, prepares and distribute mail. The successful candidate will likely be **required** to conduct employee training sessions/presentations. Performs special projects and assists in all areas of Human Resources & Risk Management as required.

**HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY.**

**CLOSING DATE:** Open Until Filled

**APPLY AT:** 1310 PRAIRIE - SUITE 240

**UPON RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS ARE SCREENED FOR THE PRESENCE OF ILLEGAL DRUGS.**