



EMPLOYEE BENEFITS CLERK (OC)
NYS #60017380 RC/EL #25047010

Examination to be held **April 5, 2025**; Last filing date **March 17, 2025**

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. **If applying online, completed applications and electronic payment must be submitted by 11:59 PM EST on the last filing date.**
2. **If applying by mail, completed applications must be postmarked no later than the last filing date accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.**

POSITION EXISTS IN: Clarkstown Central School District, East Ramapo Central School District, North Rockland Central School District, Suffern Central School District, Town of Clarkstown and Town of Orangetown.
Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is \$48,567 annually for a 35-hour workweek with the Town of Clarkstown. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is clerical work of a moderately complex nature which requires good knowledge of the laws, rules and regulations pertaining to health and dental insurance and related benefits programs. The work requires overseeing and coordinating various aspects of employee benefits and ensuring that employees receive the necessary information and support related to their benefit packages. The work is performed under the general supervision of a higher-level administrator with considerable latitude for independent judgment and work guidance (e.g., lead work) may be given to lower level-clerical employees. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: At the time of application submission, you must have: Graduation from high school or possession of an equivalency diploma, and four (4) years of office clerical or business experience, at least two (2) years of which required personal interaction with other employees or department/agency clientele as a regular aspect of the job*, and at least one (1) year of which included significant involvement with employee benefits, specifically health insurance, such as processing claims and explaining benefits.

NOTES:

1. An Associate's degree in Business Administration, Human Resources or comparable curriculum may be substituted for two (2) years of the required office clerical or business experience.
2. A Bachelor's degree or higher in Business Administration, Human Resources or comparable curriculum may be deemed fully qualifying.

*Qualifying personal interaction experience includes but is not limited to such work activities as acting as receptionist, answering the telephone, directing or referring visitors, answering questions concerning the purpose or activities of a unit, discussing the availability of and retrieving information in response to specific requests, dealing with the public, interviewing applicants, claimants or other clientele, sales, market research, direct supervision over and responsibility for the work of others, etc. Strictly social interaction shall not be considered as qualifying.

Education Requirements/Transcripts:

If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us; student transcripts are not acceptable. Educational requirements must be met within twelve (12) months from the date of the examination. **Candidates will be required to provide proof of qualifying education within 12 months of exam date in order to be eligible for appointment from a certified list.** You will be restricted from a resulting eligible list until such time as transcripts have been received and reviewed for a determination to confirm whether minimum qualifications have been met. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. Candidates are responsible for any required evaluation fees. Information concerning evaluation of foreign education and training, is available here: <https://www.rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

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ALL OUTSTANDING APPLICATION DOCUMENTATION: Must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

SUBJECT OF WRITTEN EXAMINATION:

1. **Advising and Interacting with Others** – These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.
2. **Preparing Written Material** – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
3. **Understanding and Interpreting Tabular Material** – These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You will be provided with a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.
4. **Understanding and Interpreting Written Material Based on Laws, Policies, and Procedures Relating to Health Insurance and Other Employee Benefits** – These questions test the ability to read, interpret, and apply these laws, policies, and procedures. You will be provided with brief reading selections, each followed by one or more questions. All information needed to answer the questions is contained in the reading selections. No prior knowledge is required.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

TEST GUIDE: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

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Date Issued: 02/20/2025