

# SNOHOMISH COUNTY JOB DESCRIPTION

## L.E.O.F.F. BOARD SECRETARY

Spec No. 6124

### BASIC FUNCTION

To process disability applications and medical claims for the County LEOFF Disability Board and provide assistance to the Employee Benefit program.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Receives and processes medical claims for employees and retirees governed by the LEOFF I system; researches medical claims for appropriate payment before submitting to LEOFF Board for review.
2. Processes disability applications for employees governed by the LEOFF I system; sets up doctor's appointments; requests medical reports on members.
3. Processes insurance claims to the county's insurance carrier for weekly indemnity losses.
4. Processes documentation for the monthly LEOFF Disability Board meetings; types agendas; types summaries; makes appropriate copies of disability applications; records meetings on tape.
5. Assists employees and the general public in person or on the phone by answering questions, taking complaints, explaining services, policies, procedures and schedules; locates information from county records and provides it to employees and public as requested.
6. Administers the LEOFF I budget and keeps a ledger of payments and balances to print out each month; completes a budget transfer if necessary.
7. Collects data and prepares monthly reports as assigned.

### STATEMENT OF OTHER JOB DUTIES

8. Assists benefits in answering employee questions, processing paperwork, answering phones, handing out information and auditing bills.
9. Provides network coordination/assistance as needed.
10. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Two (2) years of office/clerical experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Preference will be given to those with experience with word processing, personal computers, medical terminology, processing medical claims, and accounting procedures. Must pass job related tests.

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### SPECIAL REQUIREMENTS

A valid Washington State Driverfs License may be required for employment.

Accurate typing required and computer skills.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- personal computer and business-related software usage and network interfacing;
- budgetary principles, practices and procedures;
- the rules of grammar, spelling, punctuation and word usage;
- standard office practices and procedures.

Ability to:

- operate PCs and various programs;
- read, interpret and apply relevant federal, state and local laws, rules and regulations;
- establish and maintain effective working relationships with other county employees and the general public;
- use personal computers, computer terminals, calculators and adding machines;
- maintain confidentiality of working information;
- exercise judgement as to when to act independently and when to refer situations to higher authority;
- follow oral and written instructions;
- clearly explain policies, procedures and schedules;
- meet deadlines and cope with interruptions;
- communicate effectively both orally and in writing;
- operate standard office equipment.

### SUPERVISION

Employees receive supervision from an administrative superior as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. The employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be spot-checked to ensure timely completion and accuracy.

### WORKING CONDITIONS

The work is performed in the usual office environment.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1989 as L.E.O.F.F. Board Assistant

Previous Spec No. 751710

Revised and Retitled: February 1995

EEO Category: 6 – Administrative Support

Pay Grade: 307 – Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous