

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

NOTICE OF AVAILABLE POSITION

POSITION: Insurance Benefits Clerk (.6 FTE)
(S-8.5, 12 Months)

RESPONSIBLE TO: Director of Finance & Business Services; task or project supervision from the Insurance Benefits Specialist.

ESSENTIAL FUNCTIONS: See attached job description

MINIMUM QUALIFICATIONS: See attached job description

SALARY: Classification S-8.5- \$21,287(Step 1) to \$23,023 (Step 3)

WORK PERIOD: Twelve month assignment

STARTING DATE: ASAP

FILING DATE: Until Filled

CREDENTIALS REQUIRED: Complete application on www.fairfieldschools.org.

Interviewees for this position will take a skill assessment. *

06/21/2013