

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Second Deputy/Insurance Deputy
DEPARTMENT: Auditor
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT V (Computer, Office Machine Operation, Technical Knowledge)

DATE WRITTEN: December 2024

STATUS: Full-time

DATE REVISED: New

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Second Deputy for the LaPorte County Auditor's Office, responsible for maintaining accurate records of all County Insurance funds received and disbursed on a daily basis and performing various administrative duties connected with the County's insurance funds including but not limited to liability and health insurance.

DUTIES:

Understands and interprets insurance policies including health insurance & liability insurance.

Assists Human Resources with insurance claims when necessary.

Works with Human Resources, the Treasurer's office and Auditor's office with regard to claims, information, payroll deductions, funds and other information deemed necessary to maintain a positive bank balance.

Ensures that all information is listed in software on a timely basis and is accurate.

Answers telephone and greets office visitors, answers questions regarding insurance and department procedures, furnishes information when necessary, and/or routes callers to appropriate persons, departments, or agencies.

Prepares required schedules and reports for bank reconciliations, audits and Payroll.

Ability to communicate with other government offices and entities.

Orders office supplies as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED with 3 years minimum in financial base role or Associates in Business Management or related field.

Must be at least 18 years of age.

Practical knowledge of the principles and standard practices of insurance, bookkeeping, and record keeping, and ability to apply such knowledge to effect efficient County departmental operations.

Knowledge of financial computer software programs including but not limited to Microsoft Office and Excel programs and other programs used by Auditor's Office.

Knowledge of standard English grammar, punctuation, and spelling, ability to type with speed and accuracy, and ability to perform arithmetic calculations.

Ability to accurately maintain and update files and compile records.

Ability to operate a variety of standard office equipment, such as computer, calculator, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Must be bondable.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, banks, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral and written form.

Ability to occasionally work extended and/or evening hours to meet tax deadlines.

II. RESPONSIBILITY:

Incumbent performs a variety of relatively recurring and standard duties according to established practices and procedures of the department, using some independent judgment and taking action in determining and implementing the best methods to achieve intended results. Errors in incumbent's work are primarily detected or prevented through supervisory review and/or notification from other departments. Undetected errors could result in loss of time to correct error and/or inconvenience to other departments or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, banks, and members of general public for the purposes of coordinating services, requesting/providing insurance related information.

Incumbent reports directly to the Chief Deputy Auditor.

IV. PHYSICAL EFFORT/WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, including sitting for long periods and using close vision. Incumbent may be occasionally required to work extended and/or evening hours to meet tax deadlines.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Second Deputy Insurance for the LaPorte County Auditor’s Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name