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NORTH EAST INDEPENDENT SCHOOL DISTRICT  
8961 Tesoro Dr. San Antonio, TX 78217  
[www.neisd.net](http://www.neisd.net)

EMPLOYMENT BULLETIN

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In compliance with Policy DC, you are requested to place this announcement on the bulletin board.

**RISK MANAGEMENT CLERK  
RISK MANAGEMENT**

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Degree (GED)
- One to three months related experience and/or training; or equivalent combination of education and experience
- Commission as a Notary Public
- Bilingual in Spanish

**MAJOR PERFORMANCE RESPONSIBILITIES:**

- Greets and assists callers contacting the department - Returns any missed calls promptly
- Greets/screens visitors before they pass through reception area
- Assists visitors with routine matters
- Maintains accurate record of all phone calls and visitors
- Maintains a working knowledge of all benefit programs, employee benefits procedures, basic workers' compensation procedures, HIPAA regulations and related personnel/payroll procedures
- Reviews various employee benefit forms for completeness and accuracy and distribute to appropriate specialist for processing
- Assists employee benefits specialists by serving as liaison for Human Resources, Payroll, other District departments, and insurance companies
- Prepares and sends correspondence
- Prepares packets for new employee orientation
- Performs other duties as assigned

**TERMS OF EMPLOYMENT:**

**HOURLY:** \$11.22-\$13.68 **PAY GRADE:** C3 **WORK DAYS:** 230

Interested persons should submit a letter of intent with a résumé to: North East ISD Human Resources Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or email the information to [employment@neisd.net](mailto:employment@neisd.net). Those who are not district employees must complete an online application at [www.neisd.net](http://www.neisd.net) before submitting the letter of intent and résumé. Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.

This Position Remains Open Until Filled  
AN EQUAL OPPORTUNITY EMPLOYER