

MESSA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.

MS 03-23-24

DATE OF POSTING: September 11, 2023

TERMINATION DATE FOR APPLICATION: September 18, 2023

POSITION: **Legal & Compliance Assistant**

COMPENSATION/BENEFITS: Per SSA Contract
Grade F

STAFF RELATIONSHIP: Responsible to Sandi Nelson
Manager, Legal & Compliance

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573
(517) 337-5454 (fax)
jobpostings@mea.org

BASIC PERFORMANCE EXPECTATIONS:

The work is technical in nature and requires knowledge of all MESSA health plans. The work involves processing Section 125 enrollment data accurately and on a timely basis. The work requires the knowledge of Section 125 IRS rules to determine eligible medical and dependent care expenses, and to make sound decisions, within established limits, as to the disposition of Section 125 claims.

Responsibilities include maintaining and operating software systems; data extraction and manipulation; writing, formatting, and analyzing reports; processing the initiation of all legal cases; establishing letters and reports; maintaining both open and closed case file systems.

This position involves communicating with courts, attorneys, members, staff, school business offices and vendors. Additionally, it requires complex and varied clerical and secretarial work, including activities such as the skilled operation of a personal computer, creating letters from information provided by managers or subrogation specialists and editing those letters for grammatical correctness.

This job requires the ability to establish and maintain effective working relationships with staff, members, school business offices, leaders, vendors, and management.

ASSIGNED DUTIES:

Process additions, terminations, and changes for Section 125 enrollment and claims. This includes reviewing for accuracy and completeness;

Obtain any and all information required for processing Section 125 enrollment;

Provide support, assistance, explanation, and resolution to external and internal contacts through effective written and oral communication;

Evaluate and use sound judgment to make decisions about disposition of Section 125 claims;

Verify reports for accuracy and reasonableness. Edit reports, correspondence, and other documents for grammatical correctness and accuracy of figures;

Using a personal computer and word processing, spreadsheets, database, and a variety of related software programs, create, update and maintain a variety of complex files, compose, format and generate reports, correspondence, minutes and other documents; create letters;

Make and receive frequent telephone contact with other departments, members, vendors, courts, attorneys and school business offices to answer questions and provide explanation;

Receive, open, review and handle all incoming mail for the Legal and Compliance Department; compose notes and letters for manager, associate manager and subrogation specialists;

Establish and maintain a variety of complex files using spreadsheets, database and other systems for PA 250/251 Grievances;

Research grievance issues at Associate Manager's request;

Post Request for Proposals to the MESSA Filing Cabinet and prepare MESSA Matters in response to the Request for Proposals;

Assist in the preparation of Claims Data Reports in compliance with PA106;

Request and review documents for subpoenas received from courts and attorneys;

Assist manager with HIPAA privacy and security rule implementation as needed;

Perform other job-related duties as assigned from time-to-time.

MINIMUM REQUIREMENTS:

Graduation from a standard high school or vocational school, including or supplemented by, courses in business English and typing;

Experience and training which provide the following abilities, skills, and knowledge:

- considerable knowledge of business English, spelling, punctuation and grammar;
- analytical skills, ability to gather and interpret data;
- ability to operate a personal computer and common office equipment;
- ability to keep complex records, to assemble, collect and organize data and prepare appropriate forms, records, and reports with speed and accuracy;
- ability to make arithmetic calculations rapidly and accurately;
- ability to learn new computer programs;
- ability to communicate tactfully, courteously and effectively; and
- prefer experience in law office, or legal system.

5/8/13