# TOWNSHIP OF LOWER
# 11/16/2026

**POSITION TITLE: Employee Benefits Clerk**

**LOCATION: 2600 Bayshore Road, Villas New Jersey 08251**

**HOURS: 35 hours (Monday through Friday 8:30 am – 4:30 pm)**

**Salary Range: $ 35,000 - $40,000**

**DEFINITION / DUTIES:** Under direction, The Employee Benefits Clerk provides administrative support for the Township's employee and retiree benefits programs, working closely with the Manager's Office and Finance Department. This position assists employees with onboarding, benefits enrollment, pension matters, and leave paperwork while maintaining accurate and confidential records.

**Examples of Work:**

- New Employee Onboarding: Coordinate onboarding paperwork, explain available benefits and enrollment deadlines, and assist new employees with required forms.

- Benefits Enrollment and Administration: Process enrollments, changes, and terminations for health, dental, and life insurance. Assist employees with pension enrollment and related documentation.

- Employee and Broker Assistance: Works in conjunction with the Manager and Finance Offices providing support to employees, retirees, the township brokers, and pension representatives regarding benefit questions and processing issues.

- Leave Administration: Coordinate and track Family and Medical Leave Act (FMLA) requests and New Jersey Family Leave Insurance (NJFLI) paperwork with payroll/Finance. Maintain documentation, monitor leave dates, and coordinate with employees, supervisors, and Finance regarding leave status, payroll deductions, and continued benefits.

- Retiree Benefits: Works with the Manager and Finance offices to oversee retiree benefits, including enrollment, coverage changes, and communications. Work directly with Finance to maintain accurate coverage records, and resolve discrepancies.

- Finance Coordination: Communicate benefit changes promptly to Finance and assist with reviewing insurance invoices, reconciling benefit deductions, and maintaining accurate employee and retiree records.

- Records and Confidentiality: Maintain organized, confidential benefits and leave records and assist with open enrollment, reporting, and other related administrative duties.

- Does other related duties as required.

**ELIGIBILITY REQUIREMENTS:**

The Township seeks a candidate with municipal government experience, preferably in employee benefits, human resources, or payroll administration, and a working knowledge of municipal onboarding, employee and retiree benefits, pension enrollment, administration, and benefit provisions within collective bargaining agreements. Strong organizational, communication, and customer service skills, attention to detail, and the ability to handle confidential information with discretion are essential.

Appointees must possess a driver's license valid in New Jersey.

APPLICATION PROCEDURE:

Interested applicants must submit an application and Resume to:

Christina Lewis
Deputy Township Manager / Human Resources Coordinator,
Township of Lower
Email:clewis@townshipoflower.org

Notes:
Appointment will be made as a Provisional, subject to a Civil Service Announcement and resulting certification list issued by the New Jersey Civil Service Commission.

All hiring decisions are contingent upon meeting CSC qualifications and Township background requirements. Applications are located on the Township website.
https://townshipoflower.org/

Approved By:

Michael Laffey, Township Manager

Lower Township is an Equal Opportunity Employer