



New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

Civil Service Title: Assistant Retirement Benefits Examiner

Salary: \$22.65 - \$26.05 (Hourly)

Title Code: 40491

Division: Retirement and Pension Benefits

Unit: Survivor Benefits

Job Description:

NYCERS is seeking a part-time candidate in the Survivor Benefits unit within the Retirement and Pension Benefits division. The selected candidate will be required to:

- Calculate pensioners, members' years of service, account balances, required contributions, and beneficiaries' benefits.
- Review documents and/or related materials for completeness and accuracy.
- Enter, obtain and/or update pensioner's data information into the appropriate computer system.
- Communicate and obtain information from/to pensioners, other City/State agencies, NYCERS business units and/or other retirement systems.
- Perform a variety of administrative tasks such as drafting Ad-hoc letters, NYCEwork letters, prepare documents for scanning, prepare and/or review various listings.
- Review and maintain work items including taking ownership, updating work status, updating case notes, transferring work items, pending and close work items in the worker, checker and supervisor queue of the NYCEwork system.
- Respond to call center requests, or direct inquiries to other staff for their response.

Preferred Skills and Experience:

- Candidate must have strong analytical skills, ability to prioritize assignments, capable of working in a fast-paced environment and be able to meet multiple deadlines.
- Clear and proficient written and oral communication.
- Basic math skills, at least an intermediate level of Microsoft Excel and proficient in Microsoft Word.

MINIMUM REQUIREMENTS ARE ATTACHED

New York City residency is required.

NYCERS is an Equal Opportunity Employer

Internal candidates must have been rated a satisfactory or better on their last annual evaluation.

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-22-0033 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID# 487209

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 487209

DATED: 9/30/2021

POST UNTIL: 10/15/2021

NYCERS POSTING NUMBER:
009-22-0033



Minimum Qualification Requirements:

1. An associate degree or completion of 60 credits from an accredited college, including or supplemented by 9 credits in mathematics, statistics, accounting, and/or actuarial science; or
2. A four-year high school diploma or its educational equivalent and two years of satisfactory full-time experience performing mathematical, statistical, actuarial or accounting computations in one or more of the following: a) a retirement or employee benefits plan; b) customer service in a financial institution; and/or c) in a position requiring the application of laws, rules and regulations and the use of statistical, actuarial or similar tables; or
3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. College education may be substituted for experience in "2" above on the basis that 30 semester credits from an accredited college may be substituted for each year of required experience. However, all candidates must possess a four-year high school diploma or its educational equivalent and either 9 semester credits in mathematics, statistics, accounting and/or actuarial science from an accredited college or one year of experience as described in "2" above.

Note:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

Note:

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.