



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

Civil Service Title: Assistant Retirement Benefits Examiner

Salary: \$41,389–\$47,597 (Annually)

Title Code: 40491

Division: Retirement and Pension Benefits

Unit: Retirement Eligibility & Vesting

Job Description:

NYC Employees' Retirement System's Retirement and Pension Benefits Division has an opening for a Full-Time Assistant Retirement Benefits Examiner. The selected candidates will perform various Assistant Retirement Benefits Examiner functions, including but not limited to:

- Ability calculate service, review years of service, calculate required contributions. Proficient knowledge of the retirement Plans, laws and procedures to respond to CRM, cases and Corro requests, Call Center requests and tasks.
- Review Retirement applications forms and/or any related materials for completeness and accuracy.
- Enter & update member's retirement information and data into the appropriated Computer system.
- Communicate and obtain information from/to members, other city and state agencies, NYCERS' work units, and/or other retirement systems.
- Performs a variety of administrative tasks such as, typing letters, preparing documents for imaging, exporting scanned documents, creating a file for each case, and preparing various listings for use in determining eligibility requirements, and/or beneficiary entitlements.
- Daily reviews and maintains cases including taking ownership, processing, transferring, pending, and closing cases in NYCEPAS system.

Preferred Skills and Experience:

- Candidate must have analytical skills and ability to multi-task.
- Capable of working in a high volume and fast paced environment and be able to meet deadlines.
- Extensive knowledge of the various retirement plans is required.
- Written and oral communication skills should be clear and on a professional level.
- Solid Microsoft Excel and Word skills are required.

MINIMUM REQUIREMENTS ARE ATTACHED

New York City residency is required.

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

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

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-23-0037 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#: 568160

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 568160

DATED: 1/10/2023

POST UNTIL: 1/25/2023

NYCERS POSTING NUMBER:
009-23-0037



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.