



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

Civil Service Title: Assistant Retirement Benefits Examiner

Salary: \$45,227– \$52,011 (Annually)

Title Code: 40491

Division: Membership and Service

Unit: Buy Back

Job Description:

The New York City Employees' Retirement System (NYCERS) seeks an Assistant Retirement Benefits Examiner in the Buy Back Unit within the Membership and Service Division. The selected candidate will be responsible for:

- Determining eligibility for Membership, Tier Reinstatement, Transfers, calculate years of service, account balances, required contributions, determine rate cancellation effective dates, Pre-member cost and compensation base
- Reviewing applications, forms and/or any related materials for completeness and accuracy. Entering, obtaining, and/or updating beneficiaries or pensioner data and information into the appropriate PROD system
- Communicating and obtaining information from/to members, other City and State agencies, NYCERS' Business units, and/or other Retirement systems
- Performing a variety of administrative tasks such as drafting NYCEwork letters, payroll certifications, and payroll verifications, payment confirmations, preparing documents for scanning, archiving and attaching documents to cases
- Reviewing and maintaining work items including taking ownership, updating work status, updating case notes, transferring work items, pending and close items in the worker and checker queues of the NYCEwork system

Preferred Skills and Experience:

- Must be able to work well in a high volume, fast-paced environment and time sensitive unit
- Must have strong analytical skills, ability to multi-task and prioritize assignments
- Written and oral communication skills should be clear and on a professional level
- Knowledge of MS Word, Excel and Access Proficient in Microsoft Word and Excel



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:

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

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 009-24-0049 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#:616127

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#:616127

DATED: 11/14/2023

POST UNTIL: 11/29/2023

**NYCERS POSTINGNUMBER:
009-24-0049**