



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

Civil Service Title: Associate Retirement Benefits Examiner, Level 1

Salary: \$51,812 - \$59,584 (Annual)

Title Code: 40493

Division: Membership and Service

Unit: Buy Back

Job Description:

The New York City Employees' Retirement System (NYCERS) seeks an Associate Retirement Benefits Examiner, Level 1 in the Buy Back Unit within the Membership and Service Division. The selected candidate will be responsible for:

- Reviewing applications, forms, and related materials for completeness and accuracy
- Entering, obtaining, and/or updating applicant, beneficiary or pensioner information into the appropriate system
- Reviewing and performing accurate calculations based on data such as: years of service, account balances, required contributions, compensation base
- Determining eligibility for Membership, Tier Reinstatement, Transfers, Retirements and other categories
- Communicating with and obtaining information from members; other City and State agencies; NYCERS' Business units, and/or other Retirement systems
- Responding to inquiries and correspondence regarding individual cases
- Performing in-person or phone-based customer and client service
- Performing a variety of administrative tasks, such as drafting letters, payroll certifications/verifications, and payment confirmations
- Preparing documents for scanning, archiving, and attachment to cases
- Logging client interactions in appropriate system
- Maintaining consistent work records: regularly updating work status, case notes, case transfers, pending and completed cases in appropriate systems
- Completing special projects as assigned

Preferred Skills and Experience:

- Familiarity with retirement plans or financial institutions; customer service or client relations 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
- Proficient in Microsoft Excel and Word



Minimum Qualification Requirements:

- An associate degree or completion of 60 semester credits from an accredited college, including or supplemented by 9 semester credits in mathematics, statistics, accounting and/or actuarial science 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)** for customer service in a financial institution; and/or **c)** in a position requiring the application of law, rules and regulations and the use of statistical, actuarial or similar tables; or
- A four-year high school diploma or its educational equivalent and four years of the experience described in “1” above. Each 15 semester credits from an accredited college including at least 3 credits in the areas described in “1” above may be substituted for each 6 months of experience to a maximum of 2 years’ experience. All candidates must have a four-year high school diploma or its educational equivalent and at least 2 years of experience as described in “1” 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.

MINIMUM REQUIREMENTS ARE ATTACHED
New York City residency is required.
NYCERS is an Equal Opportunity Employer

Internal candidates must have been rated satisfactory or better on their last annual evaluation.
Candidates must be permanent in the title Associate Retirement Benefits Examiner to apply

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-24-0048 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#: 616088
ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 616088

DATED: 11/14/2023

POST UNTIL: 11/29/2023

**NYCERS POSTING NUMBER:
009-24-004**