



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

Vacancies: 4

Division: Retirement and Pension Benefits

Unit: Retirement Calculations

Job Description:

The New York City Employees' Retirement System (NYCERS) seeks to hire (4) Associate Retirement Benefits Examiners, in the Retirement Calculations Unit within the Retirement and Pension Benefits Division. The selected candidates will be responsible for the following:

- Ability to calculate compensation base, determine member's years of service, account balances, required contributions and member's eligibility for retirement.
- Review forms, applications and/or any related materials for completeness and accuracy.
- Enter, obtain, and/or update beneficiaries or pensioner data and information into the appropriated PROD system.
- Communicate and obtain information from/to pensioners, other city and state agencies, NYCERS' work units, and/or other retirement systems.
- Perform a variety of administrative tasks.
- Review and maintain work items including sort, transfer, pend and close items in the worker and checker queues of NYCEPAS system.

Preferred Skills and Experience:

- Candidate must have strong analytical skills, 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.
- Proficient in Microsoft Excel and Word.

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.

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER
009-24-0103 AND A COPY OF A CURRENT RESUME TO:
TO APPLY: <https://cityjobs.nyc.gov/> Search for Job ID#: 637188**

DATED: 05/28/2024

POST UNTIL: 06/12/2024

**NYCERS POSTING NUMBER:
009-24-0103**



Minimum Qualification Requirements:

1. 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
2. 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.

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.