



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

Civil Service Title: Associate Retirement Benefit Examiner, Level 2

Salary: \$51,317- \$59,014 (Annual)

Title Code: 40493

Division: Membership and Service

Unit: Service Processing

Job Description:

The New York City Employees' Retirement System (NYCERS) seeks an Associate Retirement Benefits Examiner, Level 2 in the Service processing unit within the Membership and Service division.

The candidate will be required to:

- Review and calculate years of service, account balances, required contributions, and also be able to handle all Tasks from Client Services unit. Ability to determine eligibility for Membership, Tier Reinstatement, Transfers, determine rate cancellation effective dates and determine Pre-member/Military cost.
- Review application, forms and/or any related materials for completeness and accuracy. Enter, obtain, and/or update, and/or other Retirement systems.
- Communicate and obtain information from/to members, other City and State agencies, NYCERS' Business units, and/or other Retirement systems.
- Perform a variety of administrative task, such as, drafting Adhoc letters, NYCEwork letters, payroll certifications, payroll verifications, and payment confirmations.
- 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 and checker queues of NYCEwork system.

Preferred Skills and Experience:

- Extensive knowledge of the various Retirement Plans, Pension Laws and Rules that govern the calculation of a work types indicated above.
- 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, with knowledge of Word and Access.

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.
Applicants must be permanent Associate Retirement Benefits Examiner, or must have taken and passed the
Associate Retirement Benefits Examiner Exam No. 9050 to be considered.**

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING Job ID number
009-20-0058 AND A COPY OF A CURRENT RESUME TO:**

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#: 435905

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 435905

DATED: 02/28/2020

POST UNTIL: 03/06/2020

**NYCERS POSTING NUMBER:
009-20-0058**



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.