



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

Civil Service Title: Assistant Retirement Benefits Examiner (Part-Time)

Salary: \$24.75 – \$28.47 (Hourly)

Title Code: 40491

Division: Retirement and Pension Benefits

Unit: Survivor Benefits

Job Description:

NYCERS' Survivor Benefits Unit of the Retirement and Pension Benefits Division has an opening for a Part-Time Assistant Retirement Benefits Examiner. The selected candidate will perform various Assistant Retirement Benefits Examiner functions, including but not limited to:

- Calculate pensioners, members years of service, account balances, required contributions, and beneficiaries' benefits.
- Review documents and/or related materials for completeness and accuracy.
- Enter, obtain and/or update pensioner's data information into the appropriate computer system.
- Communicate and obtain information from/to pensioners, other City/State agencies, NYCERS business units and/or other retirement systems.
- Perform a variety of administrative tasks such as typing letter, preparing documents for imaging, exporting scanned documents, creating a file for each case, and preparing various listings.
- Reviews and maintains cases including taking ownership, updating work status, updating case notes, transferring cases, pending and close cases in the NYCEPAS system.
- Respond to call center requests, or direct inquiries to other staff for their response.

Preferred Skills and Experience:

- Candidate must have strong analytical skills, ability to prioritize assignments, capable of managing multiple priorities and be able to meet multiple deadlines.
- Clear and proficient written and oral communication; a team player and positive attitude.
- Basic math skills, at least an intermediate level of Microsoft Excel and proficient in Microsoft Word.

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 009-24-0047 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#: 616040

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 616040

DATED: 11/14/2023

POST UNTIL: 11/29/2023

NYCERS POSTING NUMBER:
009-24-0047



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.