



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

Civil Service Title: Assistant Retirement Benefits Examiner (Per-Diem)

Salary: \$22.65– \$26.05 (Hourly)

Title Code: 40491

Vacancies: 2

Division: Security and Facilities

Unit: Document Control (LIC)

Job Description:

The New York City Employees' Retirement System's LIC-Document Control Unit of the Security and Facilities Division has two openings for Part-Time Assistant Retirement Benefits Examiners. The selected candidates will perform various Assistant Retirement Benefits Examiner functions, including but not limited to:

- Prepare and sort documents for scanning.
- Scan documents by Operating a Fujitsu high volume scanner.
- Perform quality control on image documents to ensure images are clear and legible.
- Perform Validation and Verification on scanned documents to ensure that captured data are accurate and notary are valid.
- Create production logs daily.
- Open, time stamp incoming regular mail, express mail, certified mail and sort into categories.
- Process incoming express and certified mail via Pitney Bowes mail tracking System (Sendsuite).

Preferred Skills and Experience:

- Proficient in Microsoft Word and Excel.

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 009-23-0057 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#: 577363

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 577363

DATED: 3/6/2023

POST UNTIL: 3/21/2023

**NYCERS POSTING NUMBER:
009-23-0057**



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.