



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

Civil Service Title: Assistant Retirement Benefits Examiner Part-Time

Salary: \$25.49- \$29.32 (Hourly)

Title Code: 40491

Vacancies: 1

Division: Security and Facilities

Unit: Document Control

Job Description:

The New York City Employees' Retirement System (NYCERS) seeks to hire one Part-Time Assistant Retirement Benefits Examiner, within the Document Control unit. The selected candidate will be responsible for:

- Retrieve, prepare, review and sort incoming forms/ documents from Customer Service and Mailroom.
- Review related materials for completeness and accuracy.
- Research missing information from forms/ documents.
- Perform scanning of prepped documents in correct batch class.
- Perform quality control on scanned documents to ensure images are clear and legible.
- Perform Validation and Verification on scanned documents on KOFAX system.
- Ensure all scanned documents are archive
- Perform a variety of clerical tasks.
- Update check listing for accounting unit.
- 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 & Excel.
- Must be able to work in a diverse and fast-paced environment and have the ability to complete tasks independently at the indicated deadline and in an efficient manner.

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 009-25-0006 AND A COPY OF A CURRENT RESUME TO:**

<https://cityjobs.nyc.gov/> Search for Job ID#: 657352

DATED: 9/6/2024

POST UNTIL: 9/21/2024

**NYCERS POSTING NUMBER:
009-25-0006**



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; 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:

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.