



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

**Civil Service Title:** Assistant Retirement Benefits Examiner

**Salary:** \$40,183- \$46,211 (Annual)

**Title Code:** 40491

**Vacancies:** 3

**Division:** Membership and Service

**Unit:** Active Accounts Review

### **Job Description:**

The Membership and Service Division is seeking a candidate with the ability to determine eligibility for Membership, Tier Reinstatement, Transfers, calculate years of service, account balances, required contributions, determine rate cancellation effective dates, pre-member cost and compensation base.

This candidate will be required to:

- Review applications, forms and/or any related materials for completeness and accuracy. Enter, obtain, and/or update beneficiaries or pensioner data and information into the appropriate PROD system.
- Communicate and obtain information from/ to member, other City and State agencies, NYCERS' Business units, and/or other Retirement systems.
- Perform a variety of administrative tasks such as drafting NYCEwork letters, payroll certifications, and payroll verifications, payment confirmations, preparing documents for scanning, archiving and attaching documents to cases.
- Review and maintain work items including taking ownership, update work status, update case notes, transfer work items, pending and close items in the worker and checker queues of the NYCEwork system.

### **Preferred Skills and Experience:**

- Works well in a high volume, fast-paced environment and time sensitive unit.
- Strong analytical skills, ability to multi-task and prioritize assignments.
- Written and oral skills should be clear and on a professional level.
- Knowledge of MS Word, Excel and Access.

MINIMUM REQUIREMENTS ARE ATTACHED  
NEW YORK CITY RESIDENCY IS REQUIRED

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-19-0078 AND A COPY OF A CURRENT RESUME TO:**

**CITY EMPLOYEES:** Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for Job ID#: 396976

**ALL OTHER APPLICANTS:** [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: 396976

**DATED:** 6/3/2019

**POST UNTIL:** 6/14/2019

**NYCERS POSTING NUMBER:**  
009-19-0078



**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:**

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.