



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

Civil Service Title: Assistant Retirement Benefits Examiner

Salary: \$46,583– \$53,571 (Annually)

Title Code: 40491

Division: Membership and Service

Unit: Member Services

Job Description:

NYCERS' Member Services Unit of the Membership and Service Division has an opening for a Full-Time Assistant Retirement Benefits Examiner. The selected candidates will perform various Assistant Retirement Benefits Examiner functions, including but not limited to:

- Reviewing applications, forms and/or any related materials for completeness and accuracy. Enter, obtain, and/or update member, beneficiary or pensioner data into NYCEPAS and/or PROD systems.
- Reviewing and maintaining cases, updating case status, updating case comments, transferring cases, pending and closing cases in NYCEPAS
- Communicating and obtaining information from/to members, other City and State agencies, NYCERS' Business units, and/or other Retirement systems.
- Performing a variety of administrative tasks such as drafting letters, payroll certifications, payroll verifications, payment confirmations, preparing documents for scanning, archiving and attaching documents to cases.
- Completing special projects and assignments within the Division as assigned by a Director, Manager or Unit Head
- Determining 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.

Preferred Skills and Experience:

- Written and oral communication skills must be clear and on a professional level.
- 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.
- Knowledge of MS Word, Excel and Outlook

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 009-25-0048 AND A COPY OF A CURRENT RESUME

GO TO WWW.CITYJOBS.NYC.GOV AND SEARCH FOR JOB ID: [702117](#)

DATED: 02/11/2025

POST UNTIL: 02/26/2025

NYCERS POSTING NUMBER:
009-25-0048



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.