



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

Civil Service Title: Assistant Retirement Benefits Examiner

Title Code: 40491

Division: Membership and Service

Salary: \$45,277-\$52,011 (Annually)

Vacancies: (6)

Units: Buy Back (1)

Active Accounts Review (2)

Service Processing (2)

Tier 3, 4, & 6 Loans (1)

Job Description:

NYCERS is recruiting for six (6) Full-Time Assistant Retirement Benefits Examiners within the Membership and Service Division. These individuals will be responsible for:

- Determining eligibility for membership, Tier Reinstatement, Transfers, Calculating years of Service, account balances, required contributions, determine rate cancellation effective dates, Pre-member cost and compensation base.
- Reviewing applications, forms and/or any related materials for completeness and accuracy.
- Entering, obtaining and/or updating beneficiaries or pensioner data and information into the appropriate PROD system.
- Communicating and obtaining information from/to members, other City and State agencies, NYCERS' Business units, and/or others Retirement systems.
- Performing a variety of administrative tasks such as drafting NYCEPAS letters, payroll certifications, and payroll verifications, payment confirmations, preparing documents for scanning, archiving and attaching documents to cases.
- Reviewing and maintaining cases including taking ownership, updating work status, updating case notes, transferring, pending and closing cases in NYCEPAS system.

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 009-24-0108 AND A COPY OF A CURRENT RESUME TO:

<https://cityjobs.nyc.gov/> Search for Job ID#: 639357

DATED: 06/25/2024

POST UNTIL: 08/15/2024

NYCERS POSTING NUMBER:
009-24-0108



Preferred Skills and Experience:

- Clear and professional level written and oral communication skills.
- Ability to work well in a high volume, fast paced environment and time sensitive unit.
- Strong analytical skills, ability to multi-task and prioritize assignments.
- Knowledge of MS Word, Excel and Outlook.

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.

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.