



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

Civil Service Title: Assistant Retirement Benefits Examiner (Part-Time) **Salary:** \$24.78-\$28.46 (Hourly)

Title Code: 40491

Vacancies: 2

Division: Retirement and Pension Benefits

Unit: Pension Payroll (1)

Retirement Benefits (1)

Job Description:

The New York City Employees' Retirement System (NYCERS) Retirement and Pension Benefits Division seeks to hire (2) Part-Time Assistant Retirement Benefits Examiners. The selected candidates will be responsible for, but not limited to:

- Reviewing documents and/or related materials for completeness and accuracy.
- Entering, obtaining and/or updating pensioner's data information into the appropriate computer system.
- Calculating beneficiary and pension benefits.
- Communicating and obtaining information from/to pensioners, other City/State agencies, NYCERS business units and/or other retirement systems.
- Performing a variety of administrative tasks such as drafting Ad-hoc letters, NYCEwork letters, preparing documents for scanning, and/or review various listings.
- Reviewing and maintaining work items including taking ownership, updating work status, updating case notes, transferring work items, pending and close work items in NYCEwork system.
- Responding to call center requests, or direct inquiries to other staff for their response.

Preferred Skills and Experience:

- Strong analytical skills and ability to pay attention to details.
- Capable of working in a fast paced environment and be able to meet multiple deadlines.
- Clear and professional written and oral communication skills.
- Knowledge of Microsoft Word and Excel skills.
- Knowledge of basic math skills is required.

MINIMUM REQUIREMENTS ARE ATTACHED
New York City residency is required.
NYCERS is an Equal Opportunity Employer

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING
NUMBER 009-24-0112 AND A COPY OF A CURRENT RESUME TO:**

<https://cityjobs.nyc.gov/> Search for Job ID#: 639505

DATED: 06/26/2024

POST UNTIL: 07/10/2024

NYCERS POSTING NUMBER:
009-24-0112



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.