



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

Civil Service Title: Assistant Retirement Benefits Examiner

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

Title Code: 40491

Vacancies: 9

Division: Retirement and Pension Benefits

Unit: Retirement Benefits (7)
Pension Payroll (1)
Survivor Benefits (1)

Job Description:

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

- Calculate years of service, compensation base, required contributions, review account balances and determine member's eligibility for retirement.
- Review forms, applications and/or any related materials for completeness and accuracy. Enter, obtain, and/or update beneficiaries or pensioner data and information into the appropriated PROD system.
- Communicate and obtain information from/to pensioners, other city and state agencies, NYCERS' work units, and/or other retirement systems.
- Performing a variety of administrative tasks.
- Review and maintains work items including taking ownership, updating work status, updating case notes, transferring work items, pending and close work items in the worker, checker and supervisor queue of the NYCEwork system.

Preferred Skills and Experience:

- Strong analytical skills and ability to multi-task, capable of working in a high volume and fast-paced environment and able to meet deadlines.
- Extensive knowledge of the various retirement plans is required.
- Written and oral communication skills should be clear and on a professional level.
- Knowledge of MS Word and Excel is required.

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 009-24-0109 AND A COPY OF A CURRENT RESUME TO:
<https://cityjobs.nyc.gov/> Search for Job ID#: 639498

DATED: 06/26/2024

POST UNTIL: 08/15/2024

NYCERS POSTING NUMBER:
009-24-0109



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.