



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

Civil Service Title: Legal Secretary Assistant, Level 1, Part-Time

Salary: \$23.60 - \$27.14 (Hourly)

Title Code: 10229

Division: Legal

Job Description:

The New York City Employees' Retirement System (NYCERS) seeks to hire a Legal Secretary Assistant, Level 1 who will work on a variety of tasks that fall under the purview of the Legal Division.

The successful candidate for this position will join a lean, dynamic Legal Division with responsibility for providing support to the Correspondence Unit supervisor. The candidate will primarily work within the Legal Division's Correspondence Unit, which is responsible for overseeing incoming and executive correspondence intake and response to pensioners, members, beneficiaries, and other relevant external third parties. Specifically, the candidate will perform general tasks within the Correspondence Unit, including but not limited to:

- Review incoming correspondence and executive correspondence from pensioners and members to assign to business units.
- Review draft outgoing letters to pensioners, members, beneficiaries, other relevant third parties, and making appropriate revisions prior to release.
- Efficiently assign correspondence by using their knowledge of NYCERS business units and cases.
- Coordinate with business unit team members to determine the best business unit(s) to respond to complex correspondence.
- Prepare correspondence reports in Excel for the Executive Director and other executive leadership.
- Manage cases within the NYCEPAS system, including workflow management and preparing case notes.

In addition to the above, the candidate may also perform other Legal Division tasks as needed.

This position will require strict attention to detail, responsiveness to requests, and an ability to manage multiple priorities while working on a variety of assignments. The successful candidate will need to tackle high volume work efficiently and accurately.

Preferred Skills and Experience:

- Excellent writing and editing skills.
- Task-focus with some action-oriented collaboration.
- Proficiency with Microsoft Office.
- Knowledge of NYCERS' business units and variety of cases.

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 be considered.

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-25-0031 AND A COPY OF A CURRENT RESUME TO:

<https://cityjobs.nyc.gov/> Search for Job ID#: 695555

DATED: 12/31/2024

POST UNTIL: 01/15/2025

NYCERS POSTING NUMBER:
009-25-0031



Minimum Qualification Requirements:

1. An associate degree from an accredited college, including or supplemented by 12 semester credits in secretarial science, word processing, office automation and/or office technology; or
2. An associate degree from an accredited college, and either one year of satisfactory full-time professional general secretarial experience or six months of satisfactory full-time professional legal secretarial experience; or
3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and either two years of satisfactory full-time professional general secretarial experience or one year of satisfactory full-time professional legal secretarial experience; or
4. Education and/or experience equivalent to "1", "2" or "3" above. Satisfactory completion of a one year specialized training program in secretarial science, word processing, office automation and/or office technology, or completion of 30 semester credits from an accredited college, including 12 semester credits in secretarial science, word processing, office automation and/or office technology may be substituted for one year of full-time general secretarial experience or six months of full-time legal secretarial experience. However, all candidates must possess a four-year high school diploma or its educational equivalent.

Skills Requirement:

Ability to type at a minimum rate of 55 words per minute. For assignments requiring stenographic skills, candidates must also have the ability to take legal dictation. For certain assignments, individuals may be required to have higher typing and stenographic skills.

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:

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:

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.