

## **Retirement Assistant**

**Department: Winchester Contributory Retirement System**

**Pay Scale: \$25-\$40 Hourly**

**Reports To: Retirement Administrator**

**FLSA Status: Non-Exempt**

**Maximum 15 Hours per week – Flexibility Needed**

### **GENERAL SUMMARY:**

Under the general supervision of the Retirement Administrator and, in accordance with MGL Chapter 32 and PERAC Regulations; the Retirement Assistant will perform a variety of duties such as recordkeeping, administrative and clerical functions, answering the telephone, posting retirement deductions, updating retiree and member information, process letters, memorandums and other correspondence, and any other duties that may be requested by the Retirement Administrator.

### **ESSENTIAL JOB FUNCTIONS:**

- Works under the direction of the Retirement Administrator, although a good portion of the work is performed independently. Errors could result in substantial confusion and delay.
- Answers the telephone and make appointments.
- Maintains and update member information both electronically and in the physical file.
- Coordinates member forms and retiree affidavit forms.
- Manages and reconciles the import of member's earnings and retirement deductions.
- Performs Photocopying, Fax and other filing task.
- Processes letters, Memorandums, and other correspondence.
- Processes social security and other income verifications.
- Collaborates with and assists other Town departments on a regular basis.
- Reviews and maintains department and insurance related confidential information.
- Prepares accounts payable warrants in the absence of the Retirement Administrator.
- Performs other related duties as required by the Retirement Administrator.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS:**

- M.G.L. Chapter 32 experience preferred.
- Three to five years of related office experience required.
- Excellent interpersonal, written, and oral communications skills.
- Good organizational and time management skills.
- Working knowledge in Microsoft Office Suite applications.
- Individual handles highly confidential information.
- Ability to learn a variety of subject matter and communicate it effectively to the members.
- Ability to work independently, establishing own work plan and priorities with minimal supervision.