

RETIREMENT SERVICES SPECIALIST

KIND OF WORK

Entry level auditing, computational, analytical and counseling work in the determination of retirement benefits.

NATURE AND PURPOSE

An employee in this class, under immediate supervision by a Retirement Services Supervisor or Retirement Services Director and with emphasis upon orientation and training, performs entry professional retirement benefits duties. This includes the preliminary computation of benefit estimates in accordance with established formulas based upon retirement law, rules, and legal opinions; auditing of member accounts and the computation of refund repayment amounts or other special payments; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Reviews or estimates future annuities for retirement association members.

Computes or verifies compound interest and principal amounts for refund repayments or other special payments permitted by law.

Audits member accounts for service credit, salaries, contributions, and workers' compensation payments.

May participate in or conduct in-office individual counseling sessions for members or benefit recipients.

May handle telephone calls of a limited nature related to specific projects.

May assist in balancing individual benefit recipient ledger cards for monthly processing of benefit checks.

May compute death or survivor benefit payments to beneficiaries of members or benefit recipients.

Assists in preparation of correspondence responding to routine member or benefit recipient requests for retirement information.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The laws, rules, and procedures relating to computation of retirement benefits and rights.

The effect of workers' compensation on service credit and average salary.

Basic business mathematics related to investments and annuities including present value, and simple or compound interest theory and application.

Basic federal and state tax regulations as they pertain to retirement benefits.

Ability to:

Make routine computations and determinations as they relate to retirement benefits and rights.

Use actuarial tables correctly.

Follow complex oral and written instructions.

Communicate retirement knowledge in individual counseling sessions.

Use computer terminal and electronic calculator to perform retirement calculations.

Provide clear, concise retirement information to members and benefit recipients.

Communicate effectively verbally and in writing.

Est.: 7/5/67
Rev.: 10/9/73, 6/87

T.C.:
Former Title(s):