



## PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF NEVADA

### Retirement Assistant I

**POSITION:** Retirement Assistant I, Carson City

**CONTACT:** Kristina Kibbe, Personnel, 775.687.4200 ext. 294

**SUMMARY:**

Under general supervision of a Retirement Specialist, performs technical support duties and responsibilities for the assigned work unit.

**DUTIES & RESPONSIBILITIES:**

Processing monthly wage and contribution reports, purchase of service credit estimates/agreements, applications for retirement and refunds; reviewing member accounts to determine eligibility, reviewing forms for accuracy and inputting data into PERS computer system, communicating with employers, members, retirees, and beneficiaries of the System to obtain needed information or to discuss identified problems.

Call center duties which encompass all program areas of PERS and include analyzing accounts, determining eligibility, and referring members/retirees to outside sources when necessary.

Perform related duties as assigned.

**SKILLS & ABILITIES:**

**Working knowledge of:** Office procedures, methods, and equipment; record keeping practices; operation and use of business software including word processing, spreadsheet, and database management programs. **Ability to:** Read and apply rules regulations, policies, and procedures; review documents to identify and correct errors and discrepancies; collect, compile, compute and interpret data associated with reports; communicate effectively both orally and in writing; organize and prioritize work assignments. **Skill in:** Written English sufficient to compose routine business communications.

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## **EDUCATION & EXPERIENCE:**

Graduation from high school or equivalent education and three years of office/clerical experience involving public contact, records maintenance, explaining and applying rules and regulations, and performing mathematical computations; **OR** two years as a Retirement Aide IV **OR** an equivalent combination of education and experience as described above. This position upon appointing authority approval can progress to the Retirement Assistant II.

## **SALARY AND BENEFITS:**

The position is the equivalent of a Grade 28 in classified services, which has an annual salary of \$38,690.64 to \$56,522.16 (employee/employer paid retirement) based upon experience and qualifications. Benefits include paid holidays, annual leave, sick leave, and health insurance.

An explanation of the retirement options and information regarding state retirement benefits may be accessed at [www.nvpers.org](http://www.nvpers.org). A description of the current health and dental benefits provided is available at [www.pebp.state.nv.us/plans/new-hire-resources](http://www.pebp.state.nv.us/plans/new-hire-resources). Other optional benefits are also available, including a deferred compensation program.

## **APPLICATION PROCESS:**

The Public Employees' Retirement System of Nevada (PERS) is the public pension plan for all public employees in the State of Nevada. We are governed by the Retirement Board. Applicants may be required to have a background check and any offer of employment is conditional pending the results of the background check.

All applicants must submit a PERS Employment Application. Applicants are encouraged to submit the application as soon as possible since the position may be filled at any time. Please email the application to [jobs@nvpers.org](mailto:jobs@nvpers.org), or mail it to:

Public Employees' Retirement System of Nevada  
Attn: Kristina Kibbe  
693 W. Nye Lane  
Carson City, NV 89703

**NOTE: The Public Employees' Retirement System of Nevada is an Equal Opportunity Employer and does not discriminate based on race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation, or disability.**