



## PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF NEVADA

### Retirement Aide II

**POSITION:** Retirement Aide II, Carson City

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

**SUMMARY:**

Under direct supervision, incumbents perform a broad variety of clerical, administrative and retirement support duties.

**DUTIES & RESPONSIBILITIES:**

Provides administrative support to the work unit, greets members and retirees in person and telephone. Processes incoming and outgoing mail, maintains forms and program packets, monitors office supplies and completes requisition requests, maintains log of retirement application and faxes receives.

Perform related duties as assigned.

**SKILLS & ABILITIES:**

**Working knowledge of:** Standard office procedures, practices, and methods; word processing software; data entry techniques; record keeping techniques; telephone etiquette. **General knowledge of:** Business English; business software including spreadsheets and database management; basic customer service skills; basic financial and statistical record keeping methods; clerical accounting procedures. **Ability to:** Provide administrative support to PERS staff in program and management activities; apply and explain rules, regulations, policies and procedures related to a specific program or service; read and understand manuals and other detailed written materials; maintain records including manual and electronic files; enter data in computer equipment and resolve data discrepancies; type, format and produce correspondence, reports and other materials; compose routine business correspondence. **Skill in:** The operation and use of office equipment.

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Note: The physical layout of the PERS Carson City office is approximately 21,424 square feet. The position by its nature requires periods of independent mobility several times in a work shift. For example, the employee would be expected to independently obtain items from the printer and to deliver documents to other departments throughout the office.

### **EDUCATION & EXPERIENCE:**

Graduation from high school or equivalent education and two years of clerical and administrative support experience which included experience in one or more of the following areas: maintaining records and files; preparing a variety of materials using a personal computer or word processor; assisting customers in completing forms and applications; and/or performing secretarial duties in support of professional staff; **OR** one year of experience as a Retirement Aide I in PERS service; **OR** an equivalent combination of education and experience as described above. This position upon appointing authority approval can progress to the Retirement Aide III.

### **SALARY AND BENEFITS:**

The position is the equivalent of a Grade 25 in classified services, which has an annual salary of \$34,305.84 to \$49,652.64 (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.**