



## **PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF NEVADA**

### **Open Competitive Recruitment**

### **Retirement Assistant I**

**POSITION:** Retirement Assistant I, Carson City (Production & Benefits Division)

**CONTACT:** Teresa Chalmers, Chief Administrative Analyst, 775.687.4200 ext. 284

#### **SUMMARY:**

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

#### **DUTIES & RESPONSIBILITIES:**

Keying various forms into the computer system to meet monthly cutoff dates, printing and mailing duplicate 1099's, creating Teams requests, reviewing EFT return reports and deleting previous banking information, sending notifications and EFT forms to benefit recipients and notating accounts. Performs related duties as well as other duties as assigned to include name/address changes for benefit recipients, pulling checks, sending satisfied A/R letters, setting up IRS levies and child support deductions, providing income verification and backup duties to the refund desk.

#### **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.

**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 \$43,326 to \$63,308 (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 job application. Applicants are encouraged to apply 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: Teresa Chalmers  
693W. Nye Lane  
Carson City, Nevada 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.**