

CITY OF BROCKTON CONTRIBUTORY RETIREMENT

JOB POSTING

The Brockton Retirement Office is looking for a highly motivated individual, who enjoys working in a warm and inclusive, small office environment where we work independently and on team projects. The main objective is to provide excellent customer service to our members. This is a new position to the office, and the perfect candidate will assist in formulating their own job description based on the skills and knowledge they bring to the office and learn on the job.

Job Title: Administrative Assistant/Retirement Analyst (CONFIDENTIAL EMPLOYEE)
Department: Retirement
Location: 1322 Belmont Street, Suite 101, Brockton, MA
Hours: Monday through Friday, 8:30-4:30
Salary Range: \$60,000 - \$80,000 depending on experience and skill set; plus robust benefits
Reports to: Executive Director
Date: October 2023

Summary:

Provide customer service, reception, and administrative support to the Brockton Retirement Office. Provide information and general benefit guidance to membership in accordance with M.G.L. Chapter 32, and Brockton Retirement Supplemental rules and regulations. Knowledge of Chapter 32 not required, but preferred. Municipal experience a plus. Candidate must have strong technical and analytical skills.

Essential Functions:

- Provide customer service for members, member units, the public, other state agencies
- Work cooperatively City/School and member units' Human Resource and payroll departments
- Direct calls and visitors; disseminate new member enrollment forms and record in Pension database
- Provide administrative support to the Executive Director, Assistant Director and staff as needed
- Assist in coordinating of disposal of records, and coordinate proper custody of record maintenance, including hard copies, emailed copies, and scanned copies
- Scan member records and post to member's portal
- Scan Disability information, post to member's portal and to State's interactive portal (PROSPER)
- Serve as support and/or relief for retiree payroll administrator
- Serve as support and/or relief for revenue collection and recording

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in the time-frame allotted by the Executive Director. The individual must maintain regular and steady attendance. The individual must possess outstanding interpersonal

skills, excellent technical and analytical skills, and have proven oral and written communication skills. The individual must maintain a strict level of confidentiality.

Must be able to pass initial and periodic CORI background checks

Education and Experience:

Bachelor's degree preferred with 1 to 3 years of related experience, or any equivalent combination of education, experience, training, or certification

Language Skills:

Ability to communicate technical information to non-technical audiences. Ability to write routine correspondence, and compose reports without supervision.

Mathematical Skills:

Ability to add, subtract, multiply, and divide using whole numbers, common fractions and decimals. Strong ability to resolve problems and assure accuracy of information. Errors can result in legal ramifications and/or monetary loss.

Technical Skills:

Skilled in applications of Microsoft Office Suite, **excel skills required**. Familiarity with PTG Retirement Software preferred, but not necessary. Candidate must possess the willingness and ability to learn specialized Pension software program (PTG). Ability to operate a ten-key adding machine, or calculator, and copy machine. Website skills a plus.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Work Environment:

The work is conducted in the office setting. At this time there is no hybrid schedule offered. Employee may be required to attend off-site training and education seminars periodically. Candidates must be flexible and have the ability to multi-task.

PHYSICAL, MOTOR and VISUAL, OTHER REQUIREMENTS:

Physical Skills

The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

Other Requirements

Candidate must have ability to work in an environment where noise level is usually low to moderate. Professional or business casual dress code is required.

SALARY & BENEFITS, APPLICATION DEADLINE, HOW TO APPLY**Salary & Benefits**

The salary for this position begins at \$60,000 but may be negotiated depending on experience and skill level. Benefits include paid leave including vacation, sick time, and personal days. Defined Benefit Pension Plan, Health, Dental reimbursement, optional life insurance, Health Savings Account, and a Deferred Compensation program are also offered.

Application Deadline

Consideration will be given to all resumes, but applications received by November 17, 2023 will be given first consideration. Resumes will continue to be accepted after this deadline on an ongoing basis until the position is filled.

How to apply

Please email an electronic copy of your resume and cover letter to:

Jeanne M. Martineau

Executive Director

Brockton Contributory Retirement

jmartineau@brocktonretirement.com

Emails must have JOB OPENING under the subject field

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.