HAMPDEN COUNTY REGIONAL RETIREMENT BOARD

67 Hunt Street Suite 116
Agawam, MA 01001

Associate Administrative Assistant

Duties and Responsibilities:

Maintain confidentiality in all aspects of record maintenance and review; processing of monthly retiree payroll warrant including but not limited to all changes pertaining to retiree addresses, beneficiaries, banking information for direct deposit, tax withholding, insurance withholding COLA increase adjustments; processing of new disability retirement applications including requesting of medical records, employer records, workman compensation records, scanning information, uploading via PROSPER PERAC application all information and records necessary for requesting medical panel appointments; notification to member and employer of Board hearings and reviews of applications; completion of transmittal process to PERAC via PROSPER PERAC application. Maintaining assigned member unit deduction information including monthly posting of withholdings, estimate calculations as requested; makeup and redeposit calculations; calculation of refunds and transfers out of members account balances; processing retirement applications and calculation of benefit amount and submission of necessary documentation to PERAC for benefit approval. Answering questions via telephone, email, written correspondence or in person; open, sort and distribute incoming mail. Other duties as assigned to assist Executive Director and Administrative Assistants in daily operations of Retirement Office.

Work Schedule

- Monday through Friday 8:00 A.M to 4:00 P.M.
- Available to start: January 3, 2022

Salary: Commensurate with experience

Please email resume to jbartley@hcrb.org by December 17, 2021