



MARLBOROUGH RETIREMENT BOARD

289 ELM STREET, SUITE 111

MARLBOROUGH, MASSACHUSETTS 01752

Phone (508) 460-3760

POSITION: **Administrative Assistant**

SALARY: **Commensurate with experience**

HOURS: **Monday through Friday 8:00am to 4:00pm**

BASIC PURPOSE:

Performs high-level administrative support emphasizing strong customer service to achieve and maintain the efficient operation of the Retirement Board Office. Position requires the application of considerable judgement, confidentiality, and timelines in the areas of refunds, transfers and rollovers and maintenance of the system database. Reports to the Director.

MAJOR RESPONSIBILITIES:

(All performed in compliance with MGL Chapter 32 and PERAC regulations)

- Performs a range of administrative and clerical functions including but not limited to greets and directs inquiries from the public; answers and directs incoming phone calls; processes and tracks incoming and outgoing office mail; prepares documents, reports and correspondence; maintains and scans office files; and orders office supplies.
- Provides routine information to the public regarding retirement system practices and procedures.
- Updates system database records of members and retirees.
- Performs the duties required for member refunds, transfers and rollovers as required by MGL, Ch. 32 and IRS regulations, including correspondence to the member.
- Processes income verifications, mails and tracks the biennial affidavits.
- Monitors the retirement email account to make sure all are addressed.
- Attends workshops, training seminars, and conferences to acquire increasing knowledge of retirement issues as required.
- Performs other related duties as assigned or requested.

QUALIFICATIONS:

Education and Experience:

Candidate should possess an associate degree in accounting or business-related discipline from an accredited college or university or a minimum of 1-3 years business related experience or equivalent combination thereof.

Knowledge, Abilities and Skills:

Knowledge: Knowledge of office procedures, computer programs and equipment in support of department operations. Knowledge of state laws (MGL Chapter 32) pertaining to the retirement system. Knowledge of technology including but not limited to office software (word processing and spread sheet applications) and the use of email and the Internet in support of department operations.

Qualifications To effectively perform this job, an individual must possess excellent mathematical/problem solving skills; must be able to communicate effectively with members and retirees of the system; must possess excellent oral and written communication skills; must have the self-confidence to exercise independent judgement and the ability to identify and refer impending problems to the Director or Assistant Director; must possess strong organizational skills with the ability to independently structure work assignments to ensure timely and accurate completion.

Abilities: Ability to plan and prioritize work, and to perform multiple tasks in a timely and accurate manner; ability to work independently and be self-motivated. Ability to maintain effective working relationships with others.

Skill: Proficient customer service skills; proficient written and oral communication skills, and good common sense. Proficient data processing, business mathematics, analytical, bookkeeping, and personal computer keyboarding skills.

Interested persons should submit a cover letter and resume to:

Mark Bingle, Director
Marlborough Retirement Board
289 Elm Street, Suite 111
Marlborough, MA 01752

Or via e-mail to: mbingle@marlborough-ma.gov
*Confirmation of email receipt will be sent

Deadline: This position will remain open until a qualified applicant is obtained.

The Marlborough Retirement Board is an Affirmative Action Equal Opportunity Employer.

SALARY: Commensurate with experience
Range (\$45,657 - \$52,447)