



THOMAS V. THIBAUT, JR., Chairman  
THOMAS J. TRACY, Ex-Officio

## Watertown Contributory Retirement Board

Administration Building  
149 MAIN STREET  
WATERTOWN, MA 02472  
TEL (617) 972-6456 - FAX (617) 923-3531  
[www.watertownretirement.com](http://www.watertownretirement.com)

DOMENIC ARONE, Elected Member  
JOHN T. LOUGHRAN, Appointed Member  
KATHLEEN KIELY-BECCHETTI, Fifth Member

### **Job Posting**

### **Position: Administrative Assistant of the Watertown Retirement System**

#### **General Statement of Duties & Responsibilities:**

Assist new members with completing membership forms and counsel all new members regarding enrollment requirements and advise them on any buybacks and/or transfers of prior retirement system data to the Watertown Retirement System. Manage the membership database and process member refunds, transfers out and transfers in. Perform general receptionist duties and assist in the daily operation of the Watertown Retirement System. This position requires the handling of confidential information.

To request a copy of the full job description, please email Kayla Sheehan at [ksheehan@watertownretirement.com](mailto:ksheehan@watertownretirement.com)

#### **Qualifications:**

- Bachelor's Degree or four (4) years of professional experience
- Excellent verbal and written skills
- Ability to work in small office environment
- Working knowledge of M.G.L. Chapter 32 is not required, but preferred
- Ability to use PTG software is preferred

This information has been designed to indicate the general nature and level of work performed by employees in this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications. Position reports to the Executive Director.

#### **Working Conditions:**

Office setting with:

- Ability to lift up to 15 pounds
- Ability to perform administrative duties, such as, but not limited to, typing, filing, bending over to low files, reaching for high files
- Ability to sit for long periods
- Ability to express and exchange ideas by means of written and spoken word
- Expected to use computer, printer, calculator, telephone, photocopier, fax, scanner and other office equipment as required

**Work Schedule:** 8:30AM to 5:00PM Monday through Friday (*Summer Hours will vary*)

**Salary Range:** Compensatory with experience

**Application Deadline:** Open until filled

**To Apply for this Position:** Interested candidates should submit a cover letter and resume via e-mail to Kathleen Kiely-Becchetti [kkb@watertownretirement.com](mailto:kkb@watertownretirement.com) or via US Mail to:

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