



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RETIREMENT TECHNICIAN	28	E	7.127

Under general supervision of a Retirement Examiner II in the Public Employees' Retirement System, Retirement Technicians calculate and process the purchase of service credit and repayment of withdrawn contributions, refunds and reimbursements; calculate benefits and assist clients with benefit related matters.

Process employer contributions by verifying and reconciling all information on employer contribution reports to ensure accuracy, confirming that employer has deposited contribution monies prior to crediting account and drafting of correspondence to employer regarding over/under payments and/or penalties as required by statute or policy.

Process purchase of service credit, repayment of withdrawn contributions, refund and disbursement applications by reviewing file to determine eligibility and amount to be refunded/distributed, preparing proper paperwork to initiate computer generated check or agreement, reconciling error reports and verifying check registers.

Provide information and assistance to clients regarding service credit, insurance deductions, salary and contribution reporting, check deductions, basic retirement eligibility and other related matters.

Review enrollment, termination, direct deposit and/or change forms for completeness; input data in system and/or communicate with agency, employer or bank to obtain needed information and/or discuss problems and changes.

Verify and reconcile premium deductions taken to those recorded on the applicable deduction report; make manual adjustments; request and mail checks and reports to agencies, organization and individual.

Determine if missing checks have been cashed or forged; review forms submitted by retiree and reissue check and/or send information to bank for investigation.

Process benefit estimates by determining eligibility and applying calculation rules and regulations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND 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 an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: office procedures, methods and equipment; recordkeeping practices; operation and use of business software including word processing, spreadsheet and database management programs. **General knowledge of:** accounting/bookkeeping practices, procedures and terminology. **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

MINIMUM QUALIFICATIONS (cont'd)**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (cont'd)

business correspondence and reports, mathematical computations sufficient to calculate refunds and retirement benefits.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State statutes and policies (past and present) relating to retiree benefits; federal laws including IRS codes and Social Security; employer contribution factors; common investment returns available to individual members; Personnel Retirement Board policies, rules and procedures.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for position assigned to this class.

ESTABLISHED: 7/1/89P
REVISED: 6/9/89PC
REVISED: 7/1/93P
REVISED: 9/24/92PC
REVISED: 2/27/09PC