

**POLICE RETIREMENT SYSTEM OF ST. LOUIS
JOB DESCRIPTION**

TITLE: BENEFITS SPECIALIST

REPORTS TO: EXECUTIVE DIRECTOR

SUPERVISES: NONE

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: Performs a wide variety of duties related to the administration of the Police Retirement System relative to the officer-members and retiree-members of the System, including processing service and disability retirement applications and resignations; assists Executive Director in determining monthly expenses for purposes of budgeting; provides assistance to the Board of Trustees and Police Retirement System staff on information technology hardware and software, including interaction with hardware and software service providers; assists Board of Trustees and Executive Director in Police Retirement System records retention procedures; prepares checks for payments to certain members of the Police Retirement System and to third parties invoicing the System.

FUNCTIONS OF THE JOB

Essential Functions

1. Meets with and provides direction to officer-members and retiree-members of the Police Retirement System regarding paperwork related to certain System benefits in areas the Executive Director has assigned to the employee.
2. Calculates and provides to Executive Director a monthly report projecting expenses to be incurred for the upcoming month for administrative areas the Executive Director has assigned to the employee.
3. Provides technical assistance to the Board of Trustees and Police Retirement System staff regarding information technology hardware and software purchased, or to be purchased, by the Police Retirement System and interacts with outside IT service providers.
4. Receives and maintains information from officer-members and retiree-members of the Police Retirement System pertinent to their status in areas assigned by the Executive Director to the employee and enters said information into the System's electronic records.
5. Prepares checks and/or vouchers for payment to certain officer-members and retiree-members of the Police Retirement System and to third parties who invoice the System for services.
6. Acts as a liaison between officer-members and outside professionals who perform certain services on behalf of the Police Retirement System, such as medical professionals and actuarial professionals.
7. Assists Board of Trustees and Executive Director concerning records retention procedures and periodically determines when records may be purged in accordance with retention procedures.

Marginal Functions: None Identified

POSITION QUALIFICATION REQUIREMENTS

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

High school diploma, plus a minimum of two years of progressively responsible secretarial experience. Prior administrative support background or experience in working directly with members of a Board desirable. Shorthand or other form of rapid note-taking ability for Board meetings is necessary in the event of recording equipment failure.

Technical Qualifications:

Ability to perform a wide variety of duties which require extensive attention to detail, accuracy, timeliness, and confidentiality. Ability to interpret instructions and to present facts effectively in oral and written form. Capable of handling multiple tasks simultaneously and tracking activities. Skill in accurately maintaining timely records and preparing periodic reports. Extensive knowledge of procedures associated with meetings of the Board of Trustees. Excellent computer skills necessary.

Language Skills:

Must have ability to communicate complex information effectively and to express ideas clearly and concisely, both verbally and in writing. Communicates with other staff members, Trustees, pensioners, physicians, attorneys, financial representatives, and the general public.

Physical/Visual Activities or Demands:

Required to talk, hear, see, keep records and operate office equipment.

Requires close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus for extended computer usage and reading and requires an individual with normal hearing (i.e., hearing corrected to normal ranges) for tape recordings and direct and telephone contact.

Occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; balance. Must occasionally lift and/or move up to 25 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Machines, Tools, Equipment and Work Aids:

Machines, tools, equipment and work aids which may be representative but not all inclusive of those commonly associated with this job. Computer, calculator, software programs, telephone and fax.

License(s)/Certifications:

Personal Computer, Typewriter, Telephone, Dictaphone Machine.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal law.

“Commonly associated” is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.