



Securing Your Tomorrows

RELIEF RETIREMENT WORKER

TEMPORARY EMPLOYMENT APPOINTMENT OPPORTUNITY NOTICE

FILING PERIOD: June 30, 2020 – July 14, 2020

JOB LOCATION: Downtown/Los Angeles Civic Area

RATE OF PAY: \$17.64 per hour

DUTIES AND RESPONSIBILITIES:

The Relief Retirement Worker duties include, but are not limited to the following:

- Answer telephone inquiries
- Assist staff in the preparation of retirement benefits, including processing files and other database information
- Assist with the compilation of payroll data for analysis of retirement benefits
- Deliver correspondence, reports, and documents
- Greet members at the LACERS' front desk
- Manage and prepare documents for scanning, responding to requests for information, file retrieval and deliveries
- Perform work through the use of a variety of software and computer systems
- Photocopy and other clerical duties
- Prepare correspondence and data entry
- Provide clerical support and other as-needed support to Departmental staff
- Provide excellent customer service while responding to questions from members, their authorized representatives, or their beneficiaries, regarding issues pertaining to general retirement benefits
- Read and adhere to written procedures and following verbal instructions
- Schedule appointments
- Performs comprehensive review and calculations of all retirement cases
- Other duties as assigned and needed

DESIRABLE SKILLS AND ABILITIES:

- Strong computer skills, including a working knowledge of Microsoft Word and Excel
- Ability to operate standard office equipment (i.e., copiers, fax machines, etc);
- Strong communication skills to communicate effectively and professionally in a work environment, and maintain confidentiality;
- Good self-motivation skills, including taking initiative, setting goals and working independently after understanding the division's objectives, while maintaining a positive attitude;

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- Excellent organizational, interpersonal and teamwork skills are highly desirable. Administrative, technical, or clerical experience is preferred.
- Strong mathematical and analytical skills
- Skill in meeting multiple deadlines and working in a busy environment

HOW TO APPLY

The selection process will consist of a performance exercise and oral interview. Only those candidates who meet the minimum qualifications will be scheduled.

Interested candidates should submit the following to LACERS' Human Resources via email to LACERS.HR@lacers.org:

1. Regular City Application <https://personnel.lacity.org/application.pdf>
2. Résumé
3. Contact information for three professional references

Applications will only be accepted via email. Incomplete application packages will not be considered.

NOTES

- (1) Candidates selected for these temporary positions will be required to work on an as-needed basis with a maximum of 999 hours per service year (maximum 29.5 hours per week) and no minimum guaranteed number of hours per week or per year. A service year begins on the start date of employment and on each anniversary date thereafter.
- (2) Selected candidates must pass a physical exam administered by a City physician and will be subject to a background check, including fingerprinting. Appointment is subject to background review and clearance.
- (3) There are no medical, dental or retirement benefits.
- (4) Candidates who worked as part-time, exempt employees with the City of Los Angeles in the past 12 months may not be eligible to apply.
- (5) The incumbent will not accrue any civil service tenure, contractual employment rights, or due process rights and may be removed, without any finding of cause, at any time.
- (6) Candidates who have applied in the past 12 months are not eligible to apply.

The City of Los Angeles is an Equal Opportunity Employer

