

Oklahoma Public Employees Retirement System
Vacancy Notice: Administrative Assistant (unclassified)

OPERS is accepting applications for an Administrative Assistant vacancy. To apply online, go to www.opers.ok.gov/jobs and click on the Employment Application button. Applicants must submit a cover letter and resume with the OPERS employment application.

To be considered, the required application materials must be received by the application deadline.

Application Deadline: Friday, April 15, 2016, by 5:00 p.m.

Job Title: Administrative Assistant

Number of Vacancies: 1

Hiring Rate: \$37,048 per year

Summary: The major purpose of this position is to provide technical and administrative support to the Defined Contribution Division staff and participants in both SoonerSave and Pathfinder. These plans operate within the Oklahoma Public Employees Retirement System.

Essential Functions: The essential functions of this position include, but are not limited to, the following:

1. *Enrollment/Deferral Change Process:* Responsible for the enrollment process and verification of all enrollment applications and Deferral Change forms for completeness and accuracy. Review forms to ensure funds are selected correctly and that investment selections total 100%. Verify that information contained on the forms is correct and complete. Enter all new enrollment and participant change data including name changes, address changes, agency changes, etc. Contact the participant and/or agency for clarification when needed. Prepare correspondence, enrollment forms, and other documents for imaging.
2. *Annual Leave Deferral Process:* Coordinate annual leave election deferrals with the participant and employer. Analyze annual leave deferral request for eligibility. Determine the amount of annual leave available to contribute. Communicate with the participant and agency to clarify any issues pertaining to the election. Maintain database of leave deferral requests and prepare reports as requested.
3. *Weekly Processing from Recordkeeper:* Responsible for processing the weekly download from the recordkeeper which updates the agency's database and outputs Payroll Authorizations (PA) for enrollments, regular deferral changes, and annual leave deferral elections. Reviews the PAs for accuracy and compare to participant requests to ensure proper processing. Mail approved PAs to state agencies.
4. *Customer Service:* Respond to incoming telephone inquiries and walk-in participants and advise them on plan rules and regulations. Assist participants with membership issues and investigate and resolve problems as needed. Inform the Defined Contribution Director of escalated or complex issues needing attention and follow-up as instructed.
5. *Minimum Benefit Letter (MBL):* Process MBL requests from participants, verify employment status and current address. If changes are needed, ensure the appropriate forms are completed and follow-through on processing those changes. Review the MBL request for compliance with IRS regulations and Plan rules. Counsel participants on distribution rules and regulations.
6. *Meeting Coordination:* Coordinate group meetings with plan services provider, staff, coordinators, and participants. Arrange for venue and refreshments, including preparing purchase orders, receiving and processing invoices, notifying all presenters of the location, date, time and assisting with requirement materials. Serve as the liaison between the venue provider, caterers, and others. Create and update a database of attendees. Follow-up with absent coordinators, participants or staff to ensure they receive the meeting materials and answer any questions regarding the meetings.

7. *Miscellaneous Duties:* Respond to requests from agencies such as educational materials in a timely manner. Ensure that all educational materials and forms are well stocked and available for use by staff members and participants. Assist other staff members with clerical needs. Receive incoming Division mail and distribute it to the appropriate staff members. Randomly verify participant addresses with the investment carrier. Prepare statistical reports on enrollments and distributions. Responsible for other duties as assigned.

Knowledge, Skills and Abilities:

1. Knowledge of spelling, punctuation, and business English; of business mathematics; of modern office methods and procedures; of the maintenance of complex records; and of the major policies and procedures governing assigned programs.
2. Must be able to maintain effective working relationships with others; to handle confidential work; to interpret and handle routine matters in accordance with agency policy; and to follow oral and written instructions.
3. Must be knowledgeable of IRS and agency rules, regulations, and practices pertaining to the state's defined contribution plans, including but not limited to, annual contribution limits, leave deferrals, withdrawals, minimum benefit payments.
4. Must be proficient in Microsoft Word and Excel. Must be able to learn and master new software.

Education and Experience: Four years of technical clerical office work or an equivalent combination of education and experience.

Physical Aspects: The physical aspects of this position include primarily working at a desk with a computer monitor and keyboard, using a typewriter, calculator, copier and fax machine. The telephone is used to make and receive calls.