

METROPOLITAN WATER RECLAMATION DISTRICT RETIREMENT FUND

RETIREMENT FUND OFFICE
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PLEASE POST

Date: October 4, 2017
To: MWRDGC Employees and the Public
From: Susan A. Boutin
Executive Director
Subject: Office Services Assistant Position

The Retirement Fund will be hiring an Office Services Assistant. We encourage qualified individuals to carefully review the position description shown on the reverse side of this letter. If you are interested and feel that you qualify for this position, please submit the following information to Mary Wilson, Operations Manager, by Sunday, October 22, 2017, midnight:

- A current resume (Specify the month and year of employment start/end dates.);
- A letter of interest highlighting factors that you believe make you an ideal candidate; and
- Current contact information, including your phone number, address, and an email address to which we can send follow up information.

Your resume and letter of interest may be sent via email to WilsonM@mwrdd.org, faxed to (312) 751-5699, or sent via US mail to the address above. You will receive an email response to confirm our receipt of your resume.

Because this position requires writing, computer and general math skills, all applicants will be asked to take a written examination to test those skills. This 25-minute timed test will have a heavy focus on simple mathematics, basic grammar and office skills. The test will be administered on Tuesday, November 7, 2017 at 5:00 p.m. in the cafeteria of the Stickney Water Reclamation Plant at located at 6001 W. Pershing Road, Cicero, IL 60804. Individuals who perform well on this test and have relevant work experience listed on their resume will be invited to interview for the position.

Interviews will be scheduled for late November. Interviews will include an assessment of the candidate's applied skills, and knowledge and ability to perform the responsibilities required of this position.

The Retirement Fund follows District rules and procedures where applicable. Additionally, the Fund's benefit package parallels the District's. Service for pension purposes is treated as continuous between the two organizations.

We appreciate your careful consideration of your eligibility for this position.

METROPOLITAN WATER RECLAMATION DISTRICT RETIREMENT FUND

POSITION DESCRIPTION

TITLE: Office Services Assistant

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Minimum Annual Salary (Appointment usually made at the first [entry] step):

\$50,234.33

Maximum Annual Salary:

\$76,653.20

MAJOR ACTIVITIES:

General The office services assistant will provide administrative support, greet visitors, answer calls, and prepare written correspondence. The qualified candidate will have a good verbal and written communication skills, strong math skills, and the ability to multi-task.

Reception / Phones In a professional and courteous manner, screen and direct a high volume of calls from Fund members, both active and retired.

Provide general information and forms to members as needed, including 1099-R, W-4P, and direct deposit authorization. Answer general questions from members.

Office Support Review and distribution of incoming and outgoing mail. Pressure seal payment advices. Assist in preparation of special mailings, including annual Trustee election ballots. General office assistance including verification of data, proofreading, and preparing a variety of documents. Maintain the Fund's library of brochures and magazines. Schedule conference room use and maintain an inventory of office supplies.

File Maintenance Maintain various member files and records. Scan and index new documents for employee and annuitant files. Organize, enter, retrieve and update paper and computerized file information.

Benefits Team Assistance Under direct supervision of the Benefits Manager provide benefits team support by assisting with calculations. Support benefits staff with accurate entry of benefit payment data into proprietary database.

Insurance Entry of retiree medical insurance enrollment data. Counsel annuitants regarding health and pharmacy benefit coverage currently available to annuitants, including Medicare eligibility. Provide assistance to retirees in resolving health insurance claims.

Other Activities Present Fund information to new employees. Special projects, as assigned.

INTERACTION WITH INDIVIDUALS OUTSIDE THE FUND STAFF:

All visitors and callers to the Retirement Fund office, including employees, retirees and their spouses or survivors; investment managers and bankers.

EDUCATION AND EXPERIENCE REQUIREMENT:

- Minimum of two years of college education with a concentration in business related subjects or four years of experience performing reception, bookkeeping, word processing and other clerical tasks involving the use of personal computers.
- Minimum of two years of experience in clerical support, data entry and reception.
- Microsoft Word, Excel and Outlook proficiency. Good oral and written communication skills are essential as well as attention to detail.