



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20190130	POSITION: ADMINISTRATIVE ASSISTANT
OPENING DATE: January 30, 2019	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m., Monday – Friday	STARTING RANGE: \$49,353 -- \$61,692 DOQ (Grade 05) (Career Service) Entire Range: \$49,353 -- \$76,251
LOCATION: 900 7 th Street, NW, 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Probationary to Regular
This position is NOT in a collective bargaining unit.	

*** **Successful pre-employment criminal, financial, educational and certification background check required** ***

ABOUT THE D.C. RETIREMENT BOARD: The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

POSITION SUMMARY

The Administrative Assistant provides administrative support to the Chief Benefits Officer (CBO) and other Benefits Department staff. Under the general direction of the Chief Benefits Officer, the incumbent assists with maintaining operational efficiency by performing a range of confidential administrative, logistical, and communication-based duties requiring comprehensive knowledge of departmental policies, practices, and procedures. While the role takes direction from the Chief Benefits Officer, the role also requires the ability to think proactively and act independently.

PRIMARY RESPONSIBILITIES

1. Composes and reviews outgoing correspondence to ensure adherence to department and agency format standards. Organizes assigned work by creating shared files, templates, lists, and procedures to assist the CBO and other Benefit Managers.
2. Provides administrative and clerical support to the Retirement Services Manager that includes but may not be limited to: creating case folders for retirement, death benefit processing and reconsiderations; producing acknowledgement letters to new retirees/survivor and reconsiderations; updating Retirement Log; working with Specialists to ensure transition of health benefits; producing payment notification letters to new retirees/survivors/beneficiaries; updating Death Benefit Activity Log; producing Debt-management notifications and tracking responses; setting up meetings with external partners as requested.
3. Performs a range of staff and/or operational support activities; may serve as a liaison with other departments on basic administrative and/or operational matters, such as procurement, petty cash reimbursement, tracking approval requests, etc.
4. Coordinates the ongoing administrative activities of the Benefits Department. This includes scheduling meetings, sending meetings notices, making travel arrangement, and tracking department timelines and important milestones.

5. Maintains Benefits department calendar of project activities, and ensures staff is aware of key deadlines and other important dates.
6. Acts as an intermediary for investigating critical and sensitive matters directed to the CBO or other Benefit Managers.
7. Reviews/screens incoming correspondence and disseminates correspondence appropriately. Takes initiative to gather data in preparation for response, and/or redirecting communication to appropriate staff.
8. Takes meeting minutes and transcribes them in accordance with DCRB standards. Assists with creation and proofing of Board and Committee reports.
9. Coordinates large mailing projects and assists in performing mail merges, making copies, stuffing mailers, and operating the mail stamping machine.
10. Screens incoming correspondence to CBO and Benefit Managers, taking initiative to gather data in preparation for response, and/or redirecting communication to appropriate staff.
11. Composes interoffice memorandum and non-routine correspondence to benefit-related service providers; coordinates assembling committee meeting packages, follows-up with benefit managers, and consultants regarding incomplete data and report clarifications. Proofreads documents to ensure accuracy.
12. Performs internet research on benefit and pension-related issues.
13. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of the Microsoft Office Suite, particularly Microsoft Word.
- Proven ability to be proactive and work independently across multiple tasks.
- Proven ability to effectively communicate, both verbally and in writing.
- Ability to handle multiple tasks/duties, on an ongoing basis, and under various deadlines.
- Ability to coordinate information flow and activities between/among various stakeholders.
- Ability to maintain confidentiality of records and information.
- Ability to quickly resolve administrative problems and inquiries.

QUALIFICATIONS

- Associates degree with at least three (3) to five (5) years relevant experience; or
- A minimum of five (5) years' experience that provides the knowledge, skills, and abilities required to successfully perform the duties of the position.

WORKING CONDITIONS

- Normal office environment

COMPENSATION LEVEL: DCRB Grade 05

This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.

RANKING FACTORS: NONE

HOW TO APPLY:

Applicants must submit a completed DC2000 Employment Application form, letter of interest discussing eligibility and qualifications, and resume. The DC2000 Employment Application is available as a fillable file document on the "Working at DCRB" page on DCRB's website. You may view the page here:
<http://dcrb.dc.gov/service/working-dcrb>

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

WHERE TO APPLY:

Via Fax to: (202) 343-3302
Attention: HR Director

Via Email to: dcrb.vacancies@dc.gov

NOTE: It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

NOTICE OF NON-DISCRIMINATION: In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Retirement Board does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 *et seq.*) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 *et seq.* (2001).

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."



OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES

