



**DISTRICT OF COLUMBIA RETIREMENT BOARD  
Position Vacancy Announcement**

<b>ANNOUNCEMENT NO:</b> 20240510	<b>POSITION:</b> Executive Assistant
<b>OPENING DATE:</b> May 10, 2024	<b>CLOSING DATE:</b> Open Until Filled
<b>TOUR OF DUTY:</b> 8:30 a.m. – 5:00 p.m., Monday – Friday	<b>ENTIRE RANGE:</b> \$54,812 - \$87,529 DOQ (Grade 5)
<b>LOCATION:</b> 900 7 <sup>th</sup> Street, NW, 2 <sup>nd</sup> Floor Washington, DC 20001	<b>AREA OF CONSIDERATION:</b> Open to all applicants
<b>NUMBER OF VACANCIES:</b> One (1)	<b>TYPE OF APPOINTMENT:</b> Career Service <i>Probationary to Regular</i>
<u>This position is NOT in a collective bargaining unit.</u>	

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

**ABOUT THE DISTRICT OF COLUMBIA 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 Executive Assistant reports directly to the Pension Administrator (PA), providing both administrative and operational support. This position requires a blend of administrative and excellent communication skills, as well as the ability to handle sensitive information. The incumbent assists with maintaining operational efficiency by performing a range of departmental logistical support functions and communication-based duties requiring comprehensive knowledge of departmental policies, practices, and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Duties that occupy a major portion of time and importance in the job)*

**Administrative Support:**

- Provides administrative assistance, including but not limited to:
  - Proofreading documents drafted by Pension Administrator and Deputy Chief Benefits Officer;
  - Transcribing minutes pertaining to Board of Trustees and Benefit Committee meetings;
  - Assisting with maintaining comprehensive and accurate records related to the Retirement Request Manager (RRM) system;
  - Performing minor accounting tasks associated with monthly accounting activities conducted between DCRB's Benefits and Finance departments;
  - Preparing daily and weekly mailing for all Benefits department units;
  - Sending communication to members (via U.S. Mail and email), as requested and on behalf the of the PA and Deputy Chief Benefits Officer (Deputy CBO); and
  - Preparing other types of communications related to ongoing benefits projects and departmental announcements.

### **Meeting Coordination:**

- Sets up meetings (online and in-person) on behalf of the PA Deputy CBO;
- Assists in coordinating Benefits Committee meetings. Tasks include:
  - Ensuring benefits committee presentations and materials are distributed to committee members within several business days of the meeting;
  - Sending meeting reminders, as necessary; and
  - Coordinating communications between the Benefits Committee Chair and PA.
- Calls Benefits Committee meetings to order, takes attendance roll, records committee member votes, and takes meeting minutes during meetings.

### **Visitor Management:**

- Screens phone calls for the PA and Deputy CBO, and directs calls to the appropriate departmental unit, as required; and
- Professionally answers inter-office phone calls and emails.

### **Additional Duties:**

- Orders office supplies and other items within budget.
- Enters purchase orders and requisitions into DCRB financial system.
- Provides administrative and basic research assistance with special benefits projects.
- Handles expense reports for PA and Deputy CBO.
- Assists in compliance and renewals of professional licenses and trade association memberships.
- Coordinates travel arrangements for PA and Deputy CBO.
- Coordinates with the agency's Office Management Team (OMT) on departmental property repairs.

### **Other duties as assigned**

## **FUNCTIONAL COMPETENCIES**

- Advanced knowledge of Microsoft Office Suite, particularly Microsoft Word and Excel.
- Well versed in activities associated with supporting a board of directors including but not limited to transcribing meeting minutes; coordinating meeting schedules, etc.
- 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 and prioritize assignments, 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.

## **REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS**

- Associate degree with at least three (3) to five (5) years relevant experience; or

## **JOB EXPERIENCE (Years & Type)**

- A minimum of five (5) years' experience that provides the knowledge, skills, and abilities required to successfully perform the duties of the position.
  - Experience in member services, human resources, or health/benefits administration is preferred.

*This job description describes the general nature and level of work being performed by the individual(s) assigned to this position. It is not intended to be an exhaustive list of all tasks, duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.*

## **WORKING CONDITIONS**

- Normal office environment.
- Work hours are 8:30 a.m. – 5:00 p.m.
- Ability to travel occasionally.
- Willingness to attend after-hours networking events.

**COMPENSATION LEVEL:** DCRB Grade 5

## **EQUAL EMPLOYMENT OPPORTUNITY**

DCRB is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.

**RANKING FACTORS:** NONE

**HOW TO APPLY:** Applicants must submit a completed District of Columbia Employment Application (DC2000), 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 Email to: [dcrb.vacancies@dc.gov](mailto: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.

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 WORKPLACE 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**

