DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20220607

POSITION: Receptionist/Administrative Clerk

OPENING DATE: June 7, 2022

TOUR OF DUTY: 8:30 a.m. – 5:00 p.m. Monday - Friday

LOCATION: 900 7th Street, NW, 2nd Floor Washington, DC 20001

ENTIRE RANGE: $32,404 -- $53,649 DOQ (Grade 2)

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NUMBER OF VACANCIES: One (1)

TYPE OF APPOINTMENT: Career Service 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 Receptionist/Administrative Clerk provides front office customer service to the Agency’s members, guests, and vendors, who contact or visit DCRB daily. This position provides logistical and clerical support to the Agency, and to the Business Operations Manager to ensure successful continuation of ongoing office and agency operations.

PRIMARY RESPONSIBILITIES
• Greets all visitors and answers incoming telephone calls.
• Provides basic information to visitors and the Board of Trustees.
• Assist/coordinates with other members of administrative-support team on various engagements/projects (e.g., preparation for, meeting support in, and follow-up to Board meetings).
• Monitors and tracks staff and daily visitors.
• Tracks and maintains deliveries log.

KNOWLEDGE, SKILLS AND ABILITIES
• Ability to operate a multifunction telephone system.
• Ability to type at least 45 WPM.
• Recordkeeping, word processing, and data entry skills.
• Demonstrated skill in using personal computers and Microsoft office products (Word, PowerPoint, Excel).
• Demonstrated organizational and coordination skills; ability to manage competing priorities.
• Ability to maintain calendars and schedule appointments.
• Ability to communicate effectively, both orally and in writing.
• Ability to understand and follow specific instructions and procedures.
• Ability to maintain confidentiality of records and information.

QUALIFICATIONS
• High school diploma or equivalent
• Minimum of three (3) years of experience as a receptionist and/or customer service representative in a professional office environment.

WORKING CONDITIONS
• Normal office environment

COMPENSATION LEVEL: DCRB Grade 2

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.

VACCINATION REQUIREMENT:
The Government of the District of Columbia values the safety of our employees, our residents, and our visitors. In support of these values, if you are selected for this job, you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative, or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with the Government of the District of Columbia.

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 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

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 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