

Title: Retirement Officer	Effective Date: May 11, 2012	Grade: XIV	Job Category: Paraprofessional
Prior Title: Retirement Officer	Prior Effective Date: August 24, 2007	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for informing employees about retirement plan benefits and completing and/or reviewing retirement program related documents.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Disseminate information concerning the Department's retirement plan.
- Assemble and review appropriate employment and retirement plan records of individuals applying for retirement or a change in retirement program status.
- Calculate benefits payable to retirees or beneficiaries and explain choices of benefits.
- Provide for proper receipt and deposit of employee contributions to the retirement fund.
- Monitor the available cash daily, obtain committee approval, and invest available cash in the most expeditious manner.
- Keep a complete record of all investment transactions, anticipating the money that will flow from contributions and investment transactions to assure that it is received timely and reinvested promptly.
- Administer the stock option program, as contact person for the Trustee Bank, the consultant, and the stock brokerage firm; instruct the trustee to transfer stock certificates and disposition of proceeds of sale; maintain a complete record of the transactions.
- Administer the stock lending program, maintain records, and provide the coordinating transfer instructions to the bank and the broker to assure that the system receives full security for the loan.
- Prepare data for actuarial valuation.
- Perform secretarial duties for the executive secretary, such as scheduling meetings, assembling records, and attending meetings in his/her absence.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Work experience with retirement benefits, investment transactions, and administrative duties. Working knowledge of Microsoft Word and Excel.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

