

## Recruitment Schedule

Application Deadline  
April 15, 2023

This schedule is subject to change.

## Our Mission

To provide and preserve retirement security for those dedicated to serving Missouri's local communities.

## Our Vision

A secure retirement for all.

## Our Core Values

Dedication, Respect, Teamwork,  
Integrity, Excellence,  
Communication, Accountability

# Operations Clerk

LAGERS is looking for an Operations Clerk to join our team of professionals in supporting the operational needs of the organization.

## About the Job

The Operations Clerk performs general administrative duties with an emphasis on supporting the operations team. This position also oversees the daily workflow of documents that are converted to electronic records. This position will report to the Assistant Executive Director, Operations.

## Essential Job Functions

- Assist our membership via phone, email, fax and in person.
- Pick up the daily mail, assist with sorting and distributing the mail.
- Initialize and monitor the daily workflow process. This includes document scanning and other electronic types of data input to the DocStar software.
- Prepare bank deposits and ensure deposits are uploaded to the online banking site in a timely manner.
- Assist with updates to members' address, direct deposit, beneficiary, and tax withholdings.
- Follow-up on Return Resolution Reports by contacting the bank to verify account information and make corrections to the retiree's record. If funds have been returned, re-issue as a paper check or redirect as a new direct deposit using the updated account information.
- Assist with office mailings.
- Work with returned mail to locate current address for the member, then send a request for address change.
- Oversees record retention guidelines and is responsible for the arrangements for destruction of documents and mixed media as per LAGERS guidelines.
- Perform general office duties such as ordering supplies and nightly cleaning routines.

## Salary and Benefits

The salary range for this position is \$36,000-\$50,000.

We offer opportunities for advancement and an excellent benefits package that includes:

- Defined Benefit Retirement Plan providing lifetime monthly retirement benefits at no cost to you
- 457 Deferred Compensation Plan with employer matching
- Health, Vision, Dental, Life and Long-term Disability plans
- Eleven paid holidays per year
- Annual Leave – starting at 15 days per year
- Sick Leave – 15 days per year
- Tuition reimbursement
- Education and professional development opportunities
- A Cafeteria Plan
- A family-friendly, flexible work environment

## Our ideal Candidate

Our ideal candidate has a high school diploma or equivalent and has two to three years of experience in a related field. Experience with document management processes is preferred.

Our new Operations Clerk should:

- Have a working knowledge of Microsoft Office products.
- The ability to communicate effectively and interface with the public.
- Be reliable, self-motivated, focused, flexible, and proactive.
- Have a positive attitude and ability to create and sustain strong working relationships.

## Reasons to Work for LAGERS

- LAGERS is the best funded public pension plan in the State of Missouri. We serve more than 70,000 members, retirees, and beneficiaries and have over \$10 billion in invested assets. We work closely with the more than 800 participating political subdivisions to provide retirement security to those serving Missouri's local communities.
- We have just under 40 employees working from two locations that are near each other and are conveniently located in Jefferson City near the State Capitol.
- We value continuing education and encourage team members to take advantage of our professional development policy by pursuing advanced degrees and professional certifications.
- Along with competitive salaries and benefits, LAGERS also provides many perks to its team members such as: on-site exercise facility, paid parental leave, convenient parking, social events, and wellness activities.