



SENIOR OFFICE SPECIALIST

SALARY RANGE
\$33,960.82-\$50,941.23 Annually
Plus an excellent benefits package

The San Bernardino County Employees' Retirement Association (SBCERA) is recruiting for a Senior Office Specialist to provide outstanding service to members regarding their SBCERA retirement account; to provide a variety of information and referral services to SBCERA members; and to perform other related clerical duties as required.

Background:

The San Bernardino County Employees' Retirement Association ("SBCERA") is a California public pension plan that manages benefits and pension assets for over 32,000 members and beneficiaries.

Responsibilities:

- ❖ Elicits and provides information to a large volume of SBCERA members and beneficiaries.
- ❖ Deals directly with all official visitors, including SBCERA Board members, consultants and vendors.
- ❖ Describes and explains information about SBCERA plans, programs, functions and available assistance and resources.
- ❖ Greets callers and visitors to SBCERA's offices.
- ❖ Assesses retirement information needs and provides the member with the appropriate information.
- ❖ Explains member rights and responsibilities.
- ❖ Makes referrals to appropriate personnel to ensure member issues and complaints are resolved.

Minimum Qualifications:

OPTION A: One year of full-time clerical or technical level experience in a California public retirement system office.

OPTION B: Twelve semester (18 quarter) units of completed college coursework in behavioral sciences, business or public administration or a closely related field, AND one year of experience interpreting and applying rules and regulations in a field such as workers' compensation, employee benefits, payroll, or public assistance.



OPTION C: Three (3) years of full-time experience performing multifaceted clerical tasks in an office environment. Experience must be comparable to duties performed by a clerical lead worker and/or supervisor, fiscal assistant, or other office work which is non-routine in nature and requires using independent decision making. Experience must include performing a variety of clerical tasks including public contact and computer use.

An equivalent combination of experience and education may be considered.

Note:

Qualifying degrees or coursework must be completed at a college or university accredited by any accrediting association recognized by the United States Department of Education. Degrees or coursework completed outside the U.S. must be accompanied with an evaluation report from a reputable credential evaluation service showing equivalency to degrees or coursework completed at a college or university accredited by any accrediting association recognized by the United States Department of Education.

APPLICATION PROCESS:

Application must be made by submitting a completed SBCERA Application form. Resumes will not be accepted in lieu of the Application. The information you provide will be used to verify and evaluate your job qualifications. Failure to complete the Application and/or to provide information on it clearly demonstrating possession of the above job qualifications will result in elimination from the examination process. The SBCERA Employment Application is available at www.SBCERA.org or you may call Maria Dizon at 909-885-7980 ext. 362 to have the form mailed to you.

The application closing date is Friday, June 15, 2012 at 5:00 p.m.

Submit applications to:
SBCERA
Attn: Maria Dizon, Executive Secretary
348 W. Hospitality Lane, 3rd Floor
San Bernardino, CA 92415-0014

There will be a competitive evaluation of qualifications based on a review of the Application. Those who demonstrate exceptional qualifications in the competitive evaluation will be referred for a hiring interview. The SBCERA Chief Executive Officer may specify the number of eligible candidates to be included in the examination or any part thereof.

EMPLOYMENT PROCESS:

Application Deadline:

Applications must be received by SBCERA by 5:00 p.m. on the date indicated on this announcement.



Examination:

The exam process may include, but is not limited to, the Application, interview, and reference and background checks.

Background Investigation:

Prior to appointment, SBCERA requires applicants to be fingerprinted and pass a background investigation.

Reference Check:

Prior to appointment, education and employment history is subject to verification. At the time of a selection interview, candidates may be required to provide a resume, copies of certificates, licenses, diplomas and course transcripts.

Medical Examination:

Job offers are contingent upon passing a medical examination, which will include a drug/alcohol screening. Failure to meet all medical standards may result in withdrawal of appointment or termination, if employed prior to completion of medical examination.

Disclosures:

This is an at-will position.



EMPLOYMENT APPLICATION

Do you have a driver's license? Yes No

What is your means of transportation to work? _____

Have you ever been in the armed forces? Yes No

Are you now a member of the National Guard? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

EXPERIENCE

Please provide a complete employment history beginning with your current or most recent job. If additional space is needed, attach a sheet of paper. Do not refer to a resume. Only those jobs listed on this application will be considered in determining your eligibility. List each job separately, even if the employer is the same. Incomplete information will result in disqualification.

From (mm/dd/yy)	Title of Your Most Recent Position	Company Name	Phone	Name and Title of Immediate Supervisor
To (mm/dd/yy)	Number and Street	City	State	Reason for Leaving
Hours Worked per Week	Description of Duties:			

May we contact your present employer? Yes No



EMPLOYMENT APPLICATION

From (mm/dd/yy)	Address	Company Name	Phone	Name and Title of Immediate Supervisor
To (mm/dd/yy)	Number and Street	City	State	Reason for Leaving
Hours Worked per Week	Description of Duties:			

From (mm/dd/yy)	Address	Company Name	Phone	Name and Title of Immediate Supervisor
To (mm/dd/yy)	Number and Street	City	State	Reason for Leaving
Hours Worked per Week	Description of Duties:			



EMPLOYMENT APPLICATION

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To (mm/dd/yy)	Number and Street	City	State	Reason for Leaving
Hours Worked per Week	Description of Duties:			

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
Telephone _____	Telephone _____

CERTIFICATE OF APPLICANT

I certify that all statements made in this entire application, including any attachments, are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (please print):	Social Security Number: XXX-XX-
Signature:	Date: