

OFFICE ASSISTANT

The Joint Committee on Public Employee Retirement (JCPER) is seeking a part-time office assistant to perform various functions to organize and archive files for the committee. Needed skills include abilities to organize by topic, make decisions concerning value of contents, and archive materials determined to be of business/historical value. Other basic office skills are also required.

JCPER is a bipartisan, bicameral committee providing the General Assembly with information, analysis, and recommendations concerning Missouri's public retirement systems. The JCPER's specific responsibility is to perform a continuing analysis of all state and local retirement systems to determine necessary recommendations for changes in statutory law. The JCPER performs analysis of the fiscal impact of proposed legislative changes and is responsible for compliance with the statutory requirements concerning actuarial cost statements for any benefit change on both the state and local levels. JCPER prepares reports on pension issues including an annual report on the financial condition of Missouri's public retirement systems, quarterly reports, and an annual watch list.

Responsibilities

Primary function of document preservation and management of digital document filing.

Assist in maintaining staff coverage in JCPER office.

Answer phone and assist with workflow.

Research appropriate sources for retirement articles.

Create documents maintaining databases and sending emails and memos.

Other duties as assigned.

Education/Experience

Knowledge of Microsoft Office Suite.

Familiarity with legislative process and state government.

Familiarity with financial markets and pension funds.

This is a part-time position consisting of not more than 24 hours per week

Not to extend beyond the FY23 budget (June 30, 2023). This is not a benefit eligible position.

Salary commensurate with experience.

Please submit resume to the JCPER staff office by October 31.

Send to:

JCPER. State Capitol, Room 219-A, Jefferson City, MO 65101

Or

<mailto:dean.dohrman@senate.mo.gov>