

PARK EMPLOYEES' ANNUITY AND BENEFIT FUND

Claims Technician

Salary: \$60,000

A governmental pension fund located in Chicago is looking to fill a claims technician position. The position would be responsible for counseling Fund members regarding all aspects of their pension benefits. They would calculate and review various pension computations including pension estimates. Also, assist the Benefits Managers with special projects.

Responsibilities:

- Provide benefit information to members by telephone, email or in person based on the rules and regulations governing the Fund
- Counsel members regarding their future or current benefits
- Calculate benefits payable to members and/or family and determine federal taxes to be withheld and submitted to IRS
- Calculate payment with interest for buying pre-entry, additional service, and/or military service time; calculate and review pension estimates
- Answer phone calls throughout the day and provide information and counseling to members
- Assist in preparing quarterly Board meeting reports

Qualifications:

- Bachelor's degree preferred with some a minimum of 2 years experience
- Spanish speaking is a plus

Benefits:

- Generous insurance package, including medical, dental and vision
- Pension, disability, and death benefits as a member of the Fund
- Paid vacation, sick, holiday and personal days

Please submit your resume and cover letter to park@chicagoparkpension.org