

STATE OF NEBRASKA CLASS SPECIFICATION  
**RETIREMENT SPECIALIST TRAINEE**

EST: 02/89 - REV: 09/10  
CLASS CODE: S17801

**DESCRIPTION:** Under immediate supervision, learns to calculate and estimate retirement benefits according to the Nebraska Retirement Statutes; learns to prepare form letters and operate word processing equipment; performs assigned work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is the first level in the three-class Retirement Specialist series and serves as a training level, which distinguishes it from the full-performance Retirement Specialist I level.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Learns to operate word processing equipment to type and record correspondence, standard forms, and other documents onto various storage media, following pre-set standardized applications.

Learns to interpret state statutes and laws affecting various retirement plans.

Learns to research member records and answer any written or oral request.

Proofreads, corrects, and edits rough draft, final copy and corrected material to ensure grammatical, spelling, typographical, capitalization and punctuation errors are identified and corrected into compliance with standardized formats.

Sorts file records materials and documents to facilitate further processing and updating as required by established policies and procedures.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed at entry level to perform the work assigned.)

Knowledge of: office procedures; basic math; English grammar, spelling, punctuation, and composition for purposes of recognizing and correcting errors in correspondence.

Skill in: Typing ability sufficient to type at a rate of 40 words a minute (net).

Ability to: operate word processing equipment and calculator; recognize and correct errors; communicate with individuals.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Coursework, training and/or experience in office support/secretarial support functions including typing duties.

**SPECIAL NOTE:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).