

Administrative Specialist II, Grade 21 (Retirement Specialist)
Montgomery County Employee Retirement Plans
Rockville, Maryland
\$50,135 - \$82,893

Montgomery County Employee Retirement Plans seeks an individual to provide administrative analytical support in primarily the area of disability retirement including the processing of medical records and medical re-evaluations. The position is also responsible for assisting with benefits processing regarding various yearly requirements so that the plans are in compliance with the government requirements, and administrative policies and procedures.

Minimum Qualifications

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Experience: Two (2) years of professional administrative experience administering/processing retirement plan payments and or general accounting functions.

Equivalency: An equivalent combination of education and experience may be substituted.

Selected candidate will be required to successfully complete a medical history review and background investigation prior to appointment.

All resume submissions must address the **preferred criteria** for the position, which are listed in the full advertisement, preferably in a separate section of the resume.

A complete job summary is available in the full advertisement.

This Recruitment Closes June 26th, 2017

To view the complete job announcement and to apply,
please visit our website at <http://www.montgomerycountymd.gov/hr/recruitment/applynow.html>
and then click on "**Apply Now.**"

Click "**Search Jobs**" and see the full job description under the "**General Professional**" Job Category.

See Requisition **IRC26134**

Interested candidates must create an account in order to submit a resume.

EOE: M/F/D