



**Municipal Employees' Annuity and
Benefit Fund of Chicago**

321 North Clark Street, Suite 700, Chicago, Illinois 60654

Telephone: 312-236-4700 Fax: 312-527-3168

www.meabf.org

A Pension Trust Fund of the City of Chicago

Dennis White, Executive Director

Class Title: Administrative Clerk

Reports to: Office Manager

Characteristics of the Class: Performs a variety of clerical and administrative support duties.

Essential duties:

- Retrieves documents from end users. Prepares all documents for electronic imaging. Scans and organizes paper documents to virtual filing system including the review, audit and preset distribution.
- Retrieves microfilmed files.
- Logs all documents in accordance with specified document retention policy.
- Provides professional customer service. Answers phone inquiries, schedules appointments and responds to benefit related requests.
- Assists in regular inventory audits of office supplies.
- Opens and distributes daily mail. Manages all outgoing mail and postage meter.
- Assists Office Manager with monthly retirement board meetings including physical and virtual meeting set-up and operations, accurate note taking, meeting material dissemination and action item follow-up. Acts as a back-up for Office Manager.
- Supports all departments on daily basis and on all special projects.
- Miscellaneous duties as required.

Minimum Requirements:

Proficiency with Microsoft Office programs including Word, Excel, PowerPoint, Access and Outlook. Experience with Zoom and Microsoft Teams a plus.

Training and Experience:

This is an entry level position which requires a strong customer service attitude, patience and continued on-the-job training in various areas of MEABF operations. This position provides administrative support to all areas of Fund operations and day-to-day communication with other staff members, fund members and officials. The ability to pivot under stress and maintain confidentiality is essential. Strong attention to detail preferred.

Physical Requirements:

Sitting for long periods of time, some standing, repetitive physical activity. Requires ability to lift large and heavy packages and boxes and to repeatedly load and unload large boxes as needed. Candidate must have ability to safely lift a minimum of 40 lbs.

Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment (i.e., computers, phones and photocopiers).

Salary:
\$31,800.



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Comprehensive Benefits:

The MEABF has a generous benefits package including MEABF pension and disability benefits, medical, dental and vision plans, 457 savings plan.

The MEABF is an Equal Opportunity Employer. The MEABF does not discriminate due to race, color, creed, religion, sex, sexual orientation, gender and/or gender identity or expression, marital or parental status, national origin, ethnicity, citizenship status, veteran or military status, age, disability, unemployment status, or any other legally protected basis. Qualified candidates of diverse backgrounds are encouraged to apply for any vacant positions.

Interested candidates should submit a cover letter and resume to resume@meabf.org, subject line **Administrative Clerk**.

This position will remain open until filled.