



D A L L A S
POLICE & FIRE
PENSION SYSTEM



Administrative Clerk

About Us:

The Dallas Police and Fire Pension System provides comprehensive retirement, death, and disability benefits for the City's 10,000 police officers, firefighters, pensioners, and their beneficiaries. We have a dynamic, progressive environment, with opportunity for advancement.

Our offices are located at 4100 Harry Hines Blvd. on DART bus and rail lines. Free parking.

Primary Responsibilities:

- Assists the Benefits Section by preparing written correspondence, preparing appointment materials, processing member files, and processing time sensitive information
- Prepares a high volume of mail merge letters
- Utilizes multiple online databases and maintains specialized databases, including data input and processing forms and correspondence
- Answers a high volume of counseling support requests calls on multi-line phone system
- Assembles materials and binders for education classes and seminars
- Conducts or assists with specialized projects and audits
- Serves as backup support to Receptionist
- Provides administrative support to other areas of the organization as needed
- Projects a helpful, courteous, and competent image to our callers and visitors

The ideal candidate will possess the following qualifications:

- 4 to 6 years of relevant work experience as an Administrative Clerk
- Thorough knowledge of Word, Excel, and Outlook
- Excellent oral and written communication skills
- Comfortable working with numbers and understanding of basic mathematical concepts
- Experience in producing mail merge letters
- Organized, detail-oriented and accurate
- Reliable and effective time management
- Ability to multi-task in a fast-paced environment
- Successful clerical skills testing
- High school diploma, college preferred
- Non-smoker

Compensation:

\$14 – \$16 per hour, depending on experience.

E-mail resume, salary history and salary requirements to: resume@dcpf.org. Job applicants only. No recruiters.