



### **JOB ANNOUNCEMENT**

This is **not** a Civil Service Position

Position: **Benefits Research Assistant**

Hiring Range: \$41,290 - \$63,290 Dependent on Qualifications and Experience

Filing Period: February 5, 2026 – February 27, 2026

Submit resumes by email to [SanchezAG1@elpasotexas.gov](mailto:SanchezAG1@elpasotexas.gov), subject line should read, "Benefits Research Assistant". Deadline for receipt of resumes is February 27, 2026, at 5:00 pm. The Board reserves the right to extend the deadline to submit resumes.

Official transcripts will be asked for during final interviews. Please include salary expectation with resume.

Hiring Process: **Note: Applicants are encouraged to submit resumes immediately. This position will close when a preset number of qualified resumes have been received.**

The administrative staff will evaluate applicants and resumes. Interviews may be scheduled for some but not all candidates. The successful applicant will become a contract employee of the Board of Trustees of City of El Paso Employees Retirement Trust and inure to only the benefits available to such employees. The successful candidate will be required to comply with all of the Trusts Personnel Rules and Regulations as may be amended. A copy of the Trusts Personnel Rules and Regulations is available in the office of the City of El Paso Employees Retirement Trust. The successful candidate will be required to pass a background check.

In accordance with the Texas Public Information Act, information from your resume may be subject to release to the public.

This is not a Civil Service Position. Successful applicant will be employed by the Board of Trustees of the City of El Paso Employees Retirement Trust as a contract employee. Any applicant currently employed by the City of El Paso will be required to terminate their current employment.



The role of the City of El Paso Employees Retirement Trust is to provide secure retirement benefits, quality information concerning those benefits, and prompt professional and courteous service that meets the highest standards of excellence. In carrying out that role, the Board of Trustees and staff are committed to act for the exclusive benefit of the Trust and its participants, manage assets of the Trust prudently, and administer benefits with impartiality.

## **POSITION DESCRIPTION**

*Benefits Research Assistant*

## **SALARY**

*\$19.85 - \$30.43 Hourly*

*\$41,290 - \$63,290 Annually*

## **JOB DESCRIPTION**

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### **Summary**

Under general supervision, gather and organize information from various sources, such as databases and software applications, research selected information, maintain databases, ensure accuracy and consistency of information, document sources, activities, and information and perform work in the administration of retirement benefits and pension-related duties.

### **Essential Functions**

- Examine and analyze data from files and databases
- Maintains files and records of retirement applications and maintain a computerized database of each participant's status
- Keep log books and lists up to date, including the refunds log, retirements log, and contributions retained list
- File, categorize, and store hard-copy records appropriately
- Perform data entry and administrative tasks as required
- Recommend changes to update existing database, procedures manuals, directives, and policies
- Provide exceptional customer service in person, via the telephone, and through email
- Assist with special projects as required
- Performs all other related duties as assigned

## **MINIMUM REQUIREMENTS/QUALIFICATIONS**

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- Bachelor's Degree in economics, statistics, business, public policy or public administration, social/behavioral sciences, or other field with course work involving application of research and statistical methods
- One year of related experience
- Requires strong communication skills, both verbal and written, organizational skills, problem solving skills, and attention to detail
- Excellent interpersonal skills and the ability to work well with all levels of management and staff
- Ability to work independently and in a team environment
- Must be computer proficient in Microsoft Office products to include Excel, Outlook, Word, and PowerPoint
- Ability to interpret and understand city and retirement rules and policies
- The ability to work with and handle confidential documents
- Ability to maintain files and prepare reports



- Excellent time management skills and the ability to prioritize work

**Minimum Requirements/Qualifications Cont.**

- Strong administrative skills
- Schedule flexibility as overtime may be required with little or no notice
- Daily transportation, active driver's license, and active auto insurance

**ADDITIONAL KNOWLEDGE AND STRENGTHS**

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- Working knowledge of administration practices and procedures is preferred
- Specific knowledge of retirement benefit systems is preferred
- Experience performing data reconciliations is preferred
- Bilingual English/Spanish is preferred

**NOTICE**

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