



## DATA MANAGEMENT ANALYST

At Will Position

Recruitment Notice: #2020-08

FLSA Status: Nonexempt

Salary Range: \$34,167 - \$47,833

Posting Date: October 16, 2020 (open until filled)

The Teachers Retirement System of Oklahoma is seeking to fill a data management analyst position. This is a full time position in STATE GOVERNMENT and is eligible for a generous benefits package. Benefits include medical, dental, life, and disability insurance products as well as a defined benefit retirement plan and a deferred compensation plan. Employees earn 3 weeks paid annual and 3 weeks sick leave in the first year as well as enjoy 11 paid holidays annually and longevity pay.

## JOB DESCRIPTION

Under the administrative direction of the Director of Client Services, the Data Management Analyst is responsible for processing and routing all incoming mail and documents, encoding additions and changes to employer and member information databases, interacting with members and employers (by phone or email) concerning personal and personnel information held on file at TRS and for reviewing and researching returned payments – both electronic transfers and paper checks.

The essential duties of this position include, but are not limited to, the following and management reserves the right to further define duties based on operational needs:

### ***Daily Incoming Mail***

- Receive
- Receive, open and separate
- Scan to imaging
- Scan to workflow bucket as necessary
- Distribute to agency staff as necessary
- Process inter-office mail throughout the day as needed

### ***Phone and Email***

- Answer all phone calls, return all voice messages and all emails before the end of each day
- Perform any necessary follow-up from the previous day

### ***Returned Payments & Pay Cards***

- Review and research ACH returns for both employers and members; correct where possible
- Where proper action cannot be taken forward to Finance/Accounting Department
- Assist member or client with setting up pay card

### ***Member (Retiree) Information***

- Make additions and updates to retiree name, address, tax withholding, bank information and association dues as requested

### ***Optical Imaging***

- Prepare documents for scanning and scans documents into the imaging system
- Index scanned documents
- Perform quality control
- Commit documents to the imaging system
- Reconcile scanned documents at the end of each day

### **QUALIFICATIONS AND EXPERIENCE:**

- Four years of technical clerical office work or an equivalent combination of education and experience
- Attention to detail
- Good verbal and written communication skills
- Effectively organize work and use available resources
- Able to work independently
- Work and interact effectively as a team member
- Ability to make independent judgments which have minor impacts on the agency
- Working knowledge of computers and electronic data processing

### **APPLICATION PROCEDURES:**

To apply, go to [www.ok.gov/TRS](http://www.ok.gov/TRS) and follow the application procedures under the "Employment" tab. **Only applications submitted in accordance with these procedures will be considered.**