



DALLAS POLICE & FIRE PENSION SYSTEM



Job Title: Administrative Clerk	Department: Administrative
Reports to: Board Operations Manager & Benefits Administrator	Effective Date: May 23, 2025

Job Summary:

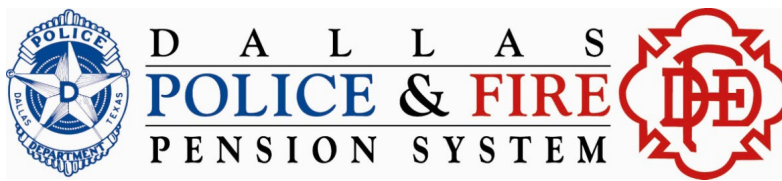
We are seeking a detail-oriented Administrative Clerk to support the Administrative Team and work collaboratively with the Benefits Team through file management, clerical duties, and serving as a backup receptionist. This position requires limited supervision and offers moderate latitude for initiative and independent judgment.

Duties/Responsibilities:

- Perform clerical duties of creating, scanning, and retrieving all Benefit files.
- Prepare, organize, and maintain both digital and physical documents in the appropriate filing systems.
- Enter data accurately and ensure high-quality digital scans.
- Maintain digital filing system, physical file room, and coordinate offsite storage needs.
- Primary backup to the receptionist; answer incoming phone calls, distribute calls to the appropriate personnel, greet and triage the needs of office visitors.
- Support Supervisor with various tasks and projects.
 - Assist with monthly Board meetings and quarterly Investment Advisory Committee meetings.
 - Format, edit, print, and prepare meeting materials.
 - Set up meeting rooms accordingly in advance, serve as the receptionist for the Board meetings and monitor guest check-ins.
- Receive deliveries, adhere to internal controls 2-person check-in process, and store in the appropriate location.
- Perform other related duties as assigned.

Required Skills/Abilities:

- Integrity, discretion, and respect for confidential information.
- Strong organizational, time management, and multitasking skills required including the ability to plan, prioritize and execute multiple initiatives/deadlines autonomously and shift priorities as necessary. Extremely detail oriented.
- Follows through on commitments; is reliable, conscientious, and dependable.
- Experience with phone, scanning, and electronic-related software with the ability to maneuver through basic computer-based applications.
- Excellent communication (verbal and written), interpersonal and professional interactive skills are necessary to perform at a high degree of proficiency.
- Capable of working with internal staff from other departments in a proactive and constructive manner.
- Ability to understand and execute all relevant policies and procedures in a consistent, timely, and objective manner. Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Adaptive to daily demands and adjust priorities as directed by management.



Education and Experience:

- High school diploma or equivalent required.
- Two years of related experience preferred.

Supervisory Responsibilities:

- None

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Salary and Benefits:

Salary will be commensurate with education and experience. Our benefits package includes retirement plans (a mandatory cash balance defined benefit plan through Texas Municipal Retirement System and a voluntary 457 deferred compensation plan administered by Voya), health, dental, vision, life, short- and long-term disability insurance, long-term care, health savings account, flexible spending accounts, health reimbursement account, paid vacation, holidays, sick time, and free parking.

Interested parties should email their resume to resume@dpfp.org. Please include "Administrative Clerk" in the subject line.

The Dallas Police & Fire Pension System provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.