

Local Police and Fire Retirement System (LOPFI) Membership Services Position

LOPFI is a statewide defined benefit retirement system that for more than 40 years has provided retirement coverage for police officers and firefighters. As administrators of the system, staff assists members throughout their careers and into retirement.

As the agency's primary point of contact, the person for this position must be friendly, organized, and have excellent telephone skills. Applicants must have a high school diploma and be proficient in Microsoft Office Software. **Membership Services** is responsible for:

- Properly routing phone call activity
- Reviewing and approving new member enrollment
- Processing retirement applications
- Assisting police/fire departments with monthly reporting

LOPFI provides all staff members access to professional development and cross training as well as a collaborative team environment. LOPFI has a highly competitive pay structure and offers paid employee health/dental/vision coverage, and excellent retirement, holiday, and vacation benefits.

To be considered for an interview, LOPFI must receive your resume no later than noon, Friday, January 27, 2023. Resumes can be submitted by email to info@lopfi-prb.com; phone calls not accepted. Any resumes received after the deadline will not be considered. Only those selected for interviews will be contacted.

The person selected for hire will undergo an extensive background investigation and controlled substance test.