

Administrative Assistant 1

Chattanooga Fire and Police Pension Fund

Job Description (Effective September 1, 2026)

(Finalists should expect to participate in an onsite interview and onsite supervised skills testing)

Supervisor: Fund Administrator
Supervisory Responsibility: None
Full-Time (40 hours per week)
Must pass a background check

Pay Grade: \$20-23 hourly
FLSA Status: Non-Exempt
This is not a remote position.
Must possess a valid driver's license

Benefits: Health, Vision, and Dental Insurance, TCRS Alternate Defined Benefit Plan, 457 Plan for Elective Deferrals (No Match)

Primary function is to ensure operational continuity by managing daily administrative tasks and maintaining member and Fund records in a confidential and professional manner. Routinely completes various assignments assigned by Fund Administrator. This person reports directly to the Fund Administrator.

This person is a non-exempt employee under the Fair Labor Standards Act (FLSA) and is entitled to pay one and one-half times the regular rate of pay for each hour actually worked over 40 hours in a workweek.

Duties include, but are not limited to the following:

- Daily administrative tasks such as answering and documenting phone calls, greeting visitors, scheduling meetings, file maintenance, sorting and organizing mail, receiving and processing documents and forms, preparing correspondence, and light cleaning;
- Assists Fund Administrator in maintaining information in ACCESS database to include routine updates of participant addresses, beneficiary updates, etc.;
- Maintains contact list of various City Government officials, vendors and professional agencies;
- Prepares packets for disability applications, pension enrollment, and other benefit applications;
- Assist members with verification of Proof of Life Affidavits and accepting Wage & Income Transcripts;
- Maintains, Fund forms, and miscellaneous items;
- Run local errands to ensure the maintenance of supplies and functions;
- Routinely reviews obituaries, web sites for items related to the Fund, Fund members and/or defined benefit plans throughout the nation;
- Maintains digital and manual records management system that includes preparing new member folders, filing and scanning archived/current reports, forms and documents;

- Assists with annual Board elections, including sign-in sheets, ballots and verification of voters;
- Performs other duties as assigned by Fund Administrator and/or Board.

Minimum Requirements:

- Associate's degree in business administration or related field preferred;
- Strong working knowledge of ACCESS, Excel, WORD, Outlook and Teams;
- Maintain a friendly and inviting atmosphere for members and guests;
- Strong written and oral communications skills;
- Ability to maintain confidentiality and discretion;
- Ability to prioritize tasks, manage multiple responsibilities, and meet deadlines;
- Ability to develop, maintain, and manage records and database with accuracy and attention to detail;
- Ability to organize materials and coordinate the flow of information.