

## Member Service Representative - Death, Disability and Disability Retirement Team

### Main duties:

- Timely and accurate calculating of Death and Survivor Claims, Disability Claims and Disability Retirement Allowance Claims
- Work towards approval of all claims types with high accuracy of calculation
- Ability to learn queuing system
- Ability to multitask
- Telephone/email communication with employers
- Telephone communication with members

### Desirable Credentials and Qualifications:

- Bachelor's degree in related field, or associate's degree and at least one year of customer service experience, or high school diploma with three years of customer service related experience
- Detail oriented
- Strong analytical thinking skills
- Accomplished organizational skills
- Strong communication skills
- Proficient math skills
- Self-motivator

### Benefits:

- Insurance benefits, including medical, vision and dental
- Participation in SURS retirement plan
- Paid vacation, sick leave and 11 paid holidays
- Business casual attire

### Apply for this Position

Applicants should submit a completed [SURS application](#) [1], current resume, and a dated cover letter to [MSRCareers@surs.org](mailto:MSRCareers@surs.org) [2].

SURS is an Equal Opportunity Employer.

### tags:

[Jobs](#) [3]

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### Links

[1] <http://www.surs.com/sites/default/files/pdfsx/EmploymentApplication.pdf>

[2] <mailto:MSRCareers@surs.org>

[3] <http://www.surs.com/tags/jobs>