



Retirement Counselor – Cook County Pension Fund

The Cook County Pension Fund

The Cook County Pension Fund (the Fund) administers retirement, survivor, retiree health and disability benefits to employees and retirees of Cook County and the Forest Preserve District. There are approximately 20,000 active members (employees), 20,000 annuitants (retired employees and survivors of retirees), and 19,000 inactive members of the Fund. The Fund is governed by a 9-member Board of Trustees. The Fund holds investment assets of over \$14.0 billion as of December 31, 2021.

The Fund is administered in accordance with the Illinois Pension Code by staff from one office location. While ensuring compliance with the Illinois Pension Code, staff efforts are focused on providing outstanding service to members, efficient operations and prudent utilization of resources. Work is conducted in a professional work environment where employees have development opportunities to grow and learn.

Job Description and Responsibilities

The Fund is seeking a full-time retirement counselor to assist members with questions or concerns regarding their retirement benefits and perform related analysis and calculations.

Essential Duties of the Position include, but are not limited to:

- Communication via phone or in-person with members regarding retirement benefits including helping to complete necessary forms
- Understanding all Fund benefits available to members to answer questions or to navigate them to the correct resource
- Become proficient in the Pension software systems used to administer Fund benefits
- Process applications and other paperwork
- Perform calculations and send member correspondence
- Interact with employer and other retirement systems to obtain required documentation
- Other duties as need to support the Fund and the benefits department
- Work with benefits team to accomplish tasks and other related duties as requested

Job Qualifications

Requirements and Skills of the position include:

- Proficiency in Microsoft Office
- Excellent interpersonal skills
- Strong math and organizational skills
- Creative problem-solving and analytical skills



- Strong attention to detail and demonstrate good judgment
- Bachelor's degree and/or equivalent relevant work experience
- Ability to maintain the highest level of confidentiality and integrity
- Ideal candidates will have 3+ years of related experience
- Interested in learning, adapting and supporting the efforts of a public retirement system and its members

This position is a full-time position which requires all work be performed onsite at the Fund office in downtown Chicago Monday-Friday, with an eight hour work day beginning at approximately 8:30am. While performing the duties of this job, the employee is required to sit, use hands, talk and hear. Employment includes participation in the pension system, along with other generous benefits.

Additional Information

Work Location: 70 West Madison, Suite 1925
Chicago, IL 60602

Compensation: \$60,000 +/- DOQ

How to Apply: Please submit resume and cover letter to:
counselor.career@countypension.com

This position will remain open until filed and applications will be reviewed as received.