

IRA Specialist – Job Description Summary

Performs all support functions of the IRA process for the organization. Responsible for maintaining all IRA accounts; keeps abreast of all IRA regulations; and provides IRA training and assistance to customers and staff.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment