



**Barbara Graessle**  
**Administrative Assistant II**

*I have been employed with MPERS since October 2012. I answer all incoming calls for MPERS and direct the callers to the appropriate Benefit or Payroll Specialist to help answer their retirement questions. I am the first person you will meet when you visit our office.*

*As the Administrative Assistant II, I am responsible for the following:*

- *Open and distribute mail for MPERS*
- *Scan daily mail into our system for the Benefit and Payroll Specialists*
- *Process Accounts Payable checks*
- *Assist Executive Assistant with Board Mail Outs*
- *Assist with web site postings*
- *Make travel arrangements*
- *Transmit responses to fiscal notes*
- *I also assist the Executive Assistant as needed.*