

**Teachers**  
Luther P. Hallmark, Chair  
John R. Whaley, Vice Chair



**Employees**  
State State Police Public Judicial  
Kay Ivey, Chair  
James E. Fibbe, Vice Chair

# THE RETIREMENT SYSTEMS OF ALABAMA

David G. Bronner, CEO

Jo Moore, Deputy Director for Administration

R. Marc Green, Deputy Director for Investments

**Announcement Date: 5/19/2025**

## VACANCY

### Administrative Support Assistant I – 10196 (extended)

\$26,484.00 - \$42,309.60

The Retirement Systems of Alabama (RSA), 201 South Union Street, Montgomery, Alabama, is now accepting applications to fill one (1) vacant Administrative Support Assistant I (10196) position in the RSA Office Services Division.

#### MINIMUM QUALIFICATIONS:

- High school diploma or a GED certificate
- Six months of clerical work experience
- Valid Alabama Driver License
- Reachable on the Alabama State Personnel Department's ASAI register

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge in basic computer and scanner skills for email, document creation, and scanning documents
- Effective professional communication, both oral and written
- Strong customer service orientation
- Ability to prioritize tasks, meet deadlines, and manage time efficiently
- Ability to work well with others

#### EXAMPLES OF WORK PERFORMED

- Assist with sorting incoming mail and open unidentified mail to determine the correct recipient so that service to members is not delayed.
- Purge paper file documents after required retention period.
- Check non-forward folders to verify all documents have been scanned.
- Check daily envelopes to verify all mail pieces were removed for processing.
- Assist in scanning documents. Prepare forward and non-forward folders for delivery/filing.
- Assist with receiving deliveries so that items are received as noted and delivered to correct recipient without delay.
- Back up mail clerk and supply clerk, as needed, so that service to members is not delayed.
- Assist with other duties and special projects as necessary within the organization so that projects are completed correctly and on schedule.
- The successful candidate for this merit position will work with the Office Service Division Monday-Friday, 8:00 a.m. to 5:00 p.m. on-site at our RSA Administration building in downtown Montgomery.

Applications may be obtained from the RSA Human Resources Office, Room 544, 201 South Union Street, Montgomery, Alabama, 36104, the State Personnel Department in the Folsom Administrative Building, and online at [Current Job Postings | The Retirement Systems of Alabama \(rsa-al.gov\)](#). Email completed and signed applications to [RSA.HumanResourcesMail@rsa-al.gov](mailto:RSA.HumanResourcesMail@rsa-al.gov) or Fax: 334.517.7906

**The RSA Human Resources Division will accept applications/ resumes until position is filled.**

**\*Applicants hired by the State of Alabama (RSA) on or after January 1, 2012, will be subject to the E-Verify process pursuant to Act No. 2011-535.**

**The Retirement Systems of Alabama is an  
Equal Opportunity Employer**