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# THE RETIREMENT SYSTEMS OF ALABAMA

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**Announcement Date: 03/25/2024**

## VACANCY

### ADMINISTRATIVE SUPPORT ASSISTANT II – 10197

\$27,955.20 - \$45,758.40

The Retirement Systems of Alabama (RSA), 201 South Union Street, Montgomery, Alabama, is now accepting applications to fill one (1) vacant Administrative Support Assistant II (10197) position in the RSA Employees' Retirement System (ERS) Division.

#### MINIMUM QUALIFICATIONS:

- High school diploma or a GED certificate
- Three years of responsible clerical work experience. Examples of responsible experience might involve such tasks as developing forms, maintaining data bases, supervising clerical staff, preparing reports and correspondence, determining eligibility or new policies, and training new clerical employees.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Experience with and proficiency in Microsoft Office products.
- Excellent organizational skills with an ability to think proactively and prioritize work.
- Strong problem-solving, quantitative, and analytical abilities.
- Experience proficiently communicating on a professional level with ERS Employers in person, over the phone, and via written/electronic mail.

#### NECESSARY SPECIAL REQUIREMENT

Current status as an ASA II or on the current open competitive / promotional register for the ASA II classification. Position in this class requires possession of a valid Alabama Driver License.

#### EXAMPLES OF WORK PERFORMED

- Communicate verbally, in person, and in writing with ERS Employers using telephone, CRM, Microsoft Word, and personal computer.
- Coordinate with other RSA divisions to ensure the accuracy of retirement account information.
- Responsible for generating and reviewing demographics reports daily and accountable for auditing and updating retirement accounts.
- The successful candidate for this merit position will work with the ERS 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 must receive applications by the close of business on 4/8/2024.**

\*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**