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THE RETIREMENT SYSTEMS OF ALABAMA

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Marc Green, Deputy Director for Investments

Announcement Date: 11-17-2026

VACANCY
Clerk – 10121
$25,692.00 - $40,099.20

The Retirement Systems of Alabama (RSA), 201 South Union Street, Montgomery, Alabama, is now accepting applications to fill one (1) vacant Clerk (10121) position in the RSA Office Services Division.

MINIMUM QUALIFICATIONS:

- High school diploma or a GED certificate
- Valid Alabama Driver License
- Direct Appointment Position

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Effective verbal and written communication skills.
- Strong customer service and professional interpersonal skills.
- Excellent attention to detail and accuracy.
- Ability to prioritize tasks, meet deadlines, and manage time efficiently
- Ability to work well with others
- Dependability, flexibility, and willingness to assist with changing workload demands.
- Ability to follow established procedures and maintain an organized, efficient workflow.

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.
- Collect and sort outgoing mail from designated locations within RSA and deliver to the State mailroom.
- Deliver incoming mail to correct recipient.
- Make daily mail deliveries to designated locations outside the RSA HQ building.
- Deliver outgoing mail to the State mailroom and sign for and deliver certified and express mail.
- Maintain certified mail daily log.
- Assist with receiving deliveries so that items are received as noted and delivered to correct recipient without delay.
- Operate mailing machines to prepare documents and statements to be mailed.
- Back up and assist 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, 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 or Fax: 334.517.7906

The RSA Human Resources Division must receive applications by the close of business on 12/1/2026.

***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