



Open Position: Executive Assistant I

The RSA ERS Division is currently seeking an Executive Assistant I, an unclassified position. Not every applicant who submits a resume will be interviewed.

Job Title	Executive Assistant I	Announcement Date	September 4, 2024
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JOB DESCRIPTION

The Executive Assistant I will assist the ERS Operations Manager in all administrative tasks involved with prospective, active, inactive, and withdrawn agencies. The incumbent will also provide support and assistance to other administrative staff and assists with various departmental projects.

QUALIFICATIONS AND SKILLS REQUIRED

- 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.
- 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.

MAJOR DUTIES AND RESPONSIBILITIES

- 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.
- Responsible for ensuring beneficiary information is correct on members' accounts.
- Assist the ERS Operations Manager to ensure proper completion of ERS processes, specifically with COLA's or other Legislative acts.
- Perform account maintenance and QC's maintenance performed by other ERS staff members to correct members' accounts.
- Assist as the back-up scheduler for the RSA Scheduling Services Module.

ADDITIONAL REQUIREMENTS:

- The successful candidate for this non-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.

The above statements are intended to describe the general nature and level of work performed by this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This position will provide the candidate with a unique understanding of RSA plans and participants, in addition to providing personal and professional development.

SPECIAL NOTE: Not everyone who applies for this open position will be interviewed.

***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.**

Resumes must be submitted to the Retirement Systems of Alabama, P.O. Box 302150 Montgomery, Alabama 36130-2150, Attention: RSA Human Resources Division, Suite 544

Email to RSA.HumanResourcesMail@rsa-al.gov or Fax: 334.517.7906

Resume Submission Deadline: Wednesday, September 18, 2024, at 5:00 pm

Salary range: \$29,942.40 - \$49,008.00 annually

The Retirement Systems of Alabama is an Equal Opportunity Employer