

# Retirement Counselor

*Make a Difference in the Lives of Thousands of People*



## JOB DESCRIPTION & DUTIES

The RSA is committed to providing quality services to our members and ensuring that they receive the correct benefits. Our Retirement Counselors assist a diverse group of members including employees at every level of government and public education.

## RESPONSIBILITIES

- Assisting members with their benefits by telephone and in person
- Calculating retirement benefits, service purchases, and health insurance costs
- Auditing service credit and determining retirement eligibility
- Preparing account balances and income verifications
- If you are a Retirement Counselor in the Field Services Division, you will be traveling frequently
- If you are a Retirement Counselor in other divisions, traveling as needed
- Documenting members' files with pertinent information
- Explaining state laws, administrative rules, agency procedures, and other regulations to members

## QUALIFICATIONS

- Excellent customer service skills including communication in-person, by telephone, and written correspondence
- Ability to multi-task
- Strong research and analytical skills
- Ability to work in a fast-paced environment
- Basic computer skills including Microsoft Word, Excel, and PowerPoint
- Basic math skills to calculate benefits
- Candidates must hold a bachelor's degree from an accredited four-year college or university

**Applications and transcripts should be submitted to:**

The State of Alabama  
Personnel Department  
64 North Union Street, Suite 300  
Montgomery, AL 36130

**Or through the Online Employment System at [personnel.alabama.gov](http://personnel.alabama.gov).**

**Compensable Factors** *Graduation from an accredited four-year college or university with a bachelor's degree, preferably including courses in math, accounting, business, government, or related areas.*

**Special Requirement** *A nine-month probationary period is required for this position. Possession of a valid Alabama driver's license, or ability to obtain acceptable alternative transportation. Overnight travel is required.*

*Information subject to change. Publication date February 2026.*

## RSA Careers—There's a place for YOU

# RSA Offers **COMPETITIVE BENEFITS** to Enhance the Lives of its Employees



## 2026 Summary of State Benefits for RSA Permanent Employees

### YOUR MONETARY BENEFITS

- Probationary raises based on performance (minimum increase of 2.5% and maximum increase of 5%)
- Probationary increase after 9 months in the Retirement Counselor position, assuming satisfactory completion of probationary period
- Probationary increase after 6 months in all other positions in the Retirement Counselor series, assuming satisfactory completion of probationary period
- Promotional increase of 5% for each promotion to the next level in the Retirement Counselor series
- Potential annual merit increase (based on performance—maximum increase of 5%)
- Cost of living raises as granted by the State Legislature
- Longevity Pay (after 5 years, \$600 per year and \$100 increase after each 5th year up to a maximum of \$1,000 per year with no additional increase after 25 years of service)

### YOUR RETIREMENT

#### Tier 1 Members with any RSA service credits prior to January 1, 2013

- Tier 1 employees may retire at any age after completing 25 years of creditable service
- Tier 1 employees may retire at age 60 after 10 years of creditable service
- Tier 1 employees contribute 7.5% of gross salary to RSA

#### Tier 2 Members hired on or after January 1, 2013

- Tier 2 employees may retire at the age of 62 with at least 10 years of creditable service
- Tier 2 employees contribute 6.2% and 6.0% of gross salary to RSA for TRS and ERS members, respectively

### Disability Retirement (applies to both Tier 1 and Tier 2 Employees)

- Employees may retire with at least 10 years of creditable service and a permanent disability that is recognized and approved by RSA's Medical Board

### YOUR LEAVE & MISCELLANEOUS BENEFITS

- 13 paid holidays per year
- 1 personal leave day per year (assumes employee is in active pay status)
- 13 sick days per year (maximum 1,200 hours/150 days, hours over 1,200 placed in Excess Sick)
- 13 annual leave days per year (number of days increases each 5th year up to a maximum of 29 days 2 hours with no additional increase after 25 years of service)
- 8 weeks paid parental leave
- 168 hours of military leave per year (any branch of the armed forces)
- Payroll deduction for credit union and miscellaneous insurances
- Flexible benefits program (pre-tax dollars for healthcare and dependent care, prescriptions, copays, contacts, eyeglasses, etc.)
- Direct deposit of payroll check
- Additional deferred compensation programs

# ADVANCEMENT OPPORTUNITIES

## for Retirement Counselor Series



RETIREMENT COUNSELOR 10875	SENIOR RETIREMENT COUNSELOR 10876	RETIREMENT BENEFITS ANALYST 10877	RETIREMENT COUNSELOR SUPERVISOR 10878	RETIREMENT EXECUTIVE 1 10880	RETIREMENT EXECUTIVE 2 10885
Salary Range \$41,268.00— \$62,604.00	Salary Range \$45,556.80— \$76,166.40	Salary Range \$50,253.60— \$84,280.80	Salary Range \$58,111.20— \$97,716.00	Promotional	Promotional
Minimum Qualifications <i>Bachelor's Degree</i>	Promotional	Promotional	Promotional	Minimum Qualifications 2 years as a Retirement Counselor Supervisor	Minimum Qualifications 2 years as a Retirement Executive 1

*\*All new hires are hired at Step 5 of State Personnel Pay Scale 69*

\*Amounts effective 9/1/2024 through the Alabama State Personnel Department.

The Retirement Systems of Alabama (RSA) is an Equal Opportunity Employer. Meeting the Minimum Qualifications for a promotional opportunity does not guarantee that an individual will be promoted. Promotional opportunities are based solely on the merit and fitness of each individual and availability of position vacancies.

Interested applicants must apply for promotional opportunities through the State of Alabama Personnel Department located at 64 North Union Street, Suite 300, Montgomery, AL 36130 or through the Online Employment System at [personnel.alabama.gov](http://personnel.alabama.gov).

# State Employees' **HEALTH INSURANCE**

## Plan Information 2026



Below is condensed information regarding the State Employees' Health Insurance Plan (SEHIP) for active employees. Please refer to [alseib.org](http://alseib.org) for detailed information regarding health insurance benefits.

State Employees' Health Insurance Plan Premium	Single Coverage	Family without Spouse	Family with Spouse
Monthly Premium	\$145	\$335	\$500
Non-Tobacco User Discount	\$65	\$65	\$130
Wellness Participation Discount & Preventative Screening (if applicable)	\$50	\$50	\$100
Spousal Surcharge Waiver			\$25
<b>Total</b>	<b>\$30</b>	<b>\$220</b>	<b>\$245*</b>

\*Federal Poverty Level Premium Discount is not included in the chart

### PREMIUM DISCOUNTS

**Non-Tobacco User Premium Discount**  
 If neither you nor your covered spouse use tobacco products and have not used tobacco products in the last 12 months, you should submit the *State Employees' Insurance Board Non-Tobacco User Discount Application* to receive a tobacco discount of \$65 per month for you and \$65 per month for your spouse. It is your responsibility to immediately notify the SEIB if you or your covered spouse start using tobacco products while the premium discount is in place.

**Wellness Participation Discount & Preventative Screening (if applicable)**  
 The wellness participation discount and preventative screening (if applicable) is a discount of \$50 per month for you and \$50 per month for your covered spouse, provided that you participate in the SEIB Wellness Program and complete any follow-up requirements. This program requires an annual health screening and may require additional action on the part of the participant, dependent upon the findings of the screening. This is an "all or nothing" discount. The program screens employees for risk factors in the following areas:

- Blood Pressure
- Cholesterol
- Glucose
- Body Mass Index (BMI)

# RSA Careers—There's a place for YOU

## Instructions for Applying



### FOR TEMPORARY SUMMER INTERN POSITIONS ONLY

- Print and complete the application from [personnel.alabama.gov/Downloads/StateApp.pdf](http://personnel.alabama.gov/Downloads/StateApp.pdf)
- On the top line of the application, print: "2026 RSA Summer Internship Program"
- Please specify either Clerical Aide or Laborer
- Send to RSA Human Resources directly using one of the following methods:
  - Email to [RSA.HumanResourcesMail@rsa-al.gov](mailto:RSA.HumanResourcesMail@rsa-al.gov)
  - Fax to 334.517.7906
  - Mail to:  
The Retirement Systems of Alabama  
Attn: Human Resources  
P.O. Box 302150  
Montgomery, Alabama 36130-2150
- Applications must be received by February 27, 2026, to be considered.
- Summer internships normally run from early June to mid-August with the starting date of Tuesday, June 2, 2026. They can last up to 104 days, as long as there is a business need. Not every applicant that applies will receive an internship.

### FOR OTHER EMPLOYMENT OPPORTUNITIES WITH THE RSA

- Apply for positions by creating an OES Member Account at [personnel.alabama.gov](http://personnel.alabama.gov)
- Choose the OES Log In (Register Standings) button at the lower-right of the home page.
- Print and complete the application from [personnel.alabama.gov/Downloads/StateApp.pdf](http://personnel.alabama.gov/Downloads/StateApp.pdf)
- Mail the completed application and any other requested documentation to:  
  
The State of Alabama  
Personnel Department  
64 North Union Street, Suite 300  
Montgomery, AL 36130
- Contact State Personnel at 334.242.3389 to check on registry status as well as application confirmation.
- Inform your contact at the RSA once State Personnel confirms that you are on the accountant register.

*Information subject to change. Publication date September 2025.*

*Scan the QR Code below to go directly to the Job Postings page on the RSA website.*



THE RETIREMENT SYSTEMS OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER AND PARTICIPATES IN E-VERIFY.