

	Open Position: Executive Assistant I The RSA TRS Division is currently seeking an Executive Assistant I, an unclassified position. Not every applicant who applies will be interviewed.		
Job Title:	Executive Assistant I	Date:	October 2, 2026
JOB DESCRIPTION The Teachers’ Retirement System (TRS) seeks a dependable and task oriented professional to assist in managing the daily schedules and operations of the division. This includes the scheduling and updating of appointments for approximately 20 TRS staff members and the proper assignment and distribution of work throughout the day. QUALIFICATIONS AND SKILLS REQUIRED • Experience with Microsoft Word and Excel. • Excellent organizational skills with an ability to think proactively and prioritize work. • Ability to multi-task while maintaining focus and attention to detail. • Communicate effectively and professionally in person, over the phone, and in writing. • Punctual and reliable attendance. MAJOR DUTIES AND RESPONSIBILITIES • Assemble and mail packets to members containing the forms needed to complete the retirement process. • Identify members whose pending retirement forms have not been received and mail reminder information during the appropriate monthly timeframes. • Assist in processing forms and entering data to finalize retirement payment details. • Compose correspondence to provide retiree information regarding beneficiary changes. • Verify and update member account changes. • Communicate with outside agencies regarding certification of previous employment. • Assist in maintaining a schedule for TRS personnel to meet with members based on availability and the needs of the member. • Electronically scan and upload pertinent documents and information into the appropriate member file within established timelines. • The successful candidate for this unclassified position will work onsite with the TRS Division Monday – Friday, 8:00am to 5:00pm at our RSA Administration building in downtown Montgomery. EDUCATION: High School Diploma or GED 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.			
SPECIAL NOTE: Not everyone that 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, Attention: Human Resources Division, Suite 544, P.O. Box 302150 Montgomery, AL 36130-2150 Email to RSA.HumanResourcesMail@rsa-al.gov or Fax: 334.517.7906 Submission Deadline: Friday, October 16, 2026, at 5:00 pm Salary Range: \$30,542.40 - \$49,987.20 annually Starting Salary: \$30,542.40 annually The Retirement Systems of Alabama is an Equal Opportunity Employer.			