

State of Alabama  
Personnel Department  
64 North Union Street  
P. O. Box 304100  
Montgomery, AL 36130-4100  
Phone: (334) 242-3389  
Fax: (334) 242-1110  
[www.personnel.alabama.gov](http://www.personnel.alabama.gov)

Continuous Announcement

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## RETIREMENT COUNSELOR - 10875

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**Salary:** \$33,081.60 - \$50,174.40  
**Announcement Date:** February 16, 2011  
**Revised Date:** October 2, 2019

### **JOB INFORMATION**

The Retirement Counselor is a permanent, full-time position with the Retirement Systems of Alabama. Positions are located in Montgomery. This is technical work calculating service purchases and retirement allowance estimates.

### **MINIMUM REQUIREMENT**

- Bachelor's degree from an accredited\* four-year college or university with a degree in any major.

### **ADDITIONAL REQUIREMENT**

- Overnight Travel
- Valid Alabama driver license at time of appointment
- Applicants **must** submit an **official** college transcript for each accredited\* postsecondary academic institution attended. Original transcripts issued to students will be accepted. Photocopies of transcripts and faxed transcripts will be accepted. Information obtained from the internet will NOT be accepted. You may request to have your school, or a third-party transcript service send your transcript directly to the State Personnel Department at [transcripts@personnel.alabama.gov](mailto:transcripts@personnel.alabama.gov). This email address is only for educational correspondence. Any emails sent to this address by an applicant will be discarded. Official transcripts which have been submitted for any state job after January 2, 2012, will remain on file in our system and will not need to be resubmitted. You may call to verify.

### **EXAMINATION**

- **Open-Competitive** to all applicants
- A **Written Multiple Choice Exam** will comprise 100% of the final score for the open-competitive register.
- The How to Prepare Guide for this examination is available on our website listed above. Please contact State Personnel if you wish to have a guide mailed to you.

### **HOW TO APPLY**

- Complete an Application for Examination Form available at [www.personnel.alabama.gov](http://www.personnel.alabama.gov), the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, or by fax. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

\*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

# Revised

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

**Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.**

### **State of Alabama Personnel Department**

#### **Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees**

1. Specific college coursework required for a job classification, as well as bachelor's, graduate, post graduate, and doctoral degrees will be accepted from schools accredited by the Distance Education Accrediting Commission (DEAC) or any of the six regional accreditation associations in the United States listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may be accepted if a ***regionally accredited school***\* considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). ***This must be documented by a letter of acceptance from the regionally accredited school.*** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

\*The term "regionally accredited school" refers to an institution of higher education accredited by one of the six regional accreditation associations listed above.



# STATE OF ALABAMA

## PERSONNEL DEPARTMENT

300 Folsom Administrative Building  
Montgomery, Alabama 36130-4100

Telephone: (334) 242-3389 Fax: (334) 242-1110

www.personnel.alabama.gov



Jackie Graham  
State Personnel Director  
Alice Ann Byrne  
Deputy Director

## MEMORANDUM

**TO: Persons Interested in Continuous Announcements**

**FR: State Personnel Director**

**SUBJECT: Weekday Testing For:**

Effective immediately the State Personnel Department will administer the written test for the below job classifications each month on a selected Friday as follows:

<u>Second Friday of the Month</u>		<u>Fourth Friday of the Month</u>	
<b>ASA I</b>	<b>10196</b>	<b>Account Clerk</b>	<b>10601</b>
<b>ASA II</b>	<b>10197</b>	<b>ES Representative</b>	<b>11408</b>
<b>ASA III</b>	<b>10198</b>	<b>Engineering Assistant I</b>	<b>20111</b>
<b>Retirement Counselor</b>	<b>10875</b>	<b>PEDS I</b>	<b>21231</b>
<b>Health Services Administrator I</b>	<b>40761</b>	<b>Financial Support Worker</b>	<b>50247</b>
<b>Driver License Examiner I</b>	<b>60410</b>	<b>Classification Specialist</b>	<b>50340</b>

Individuals wishing to take the written test on a Friday must call the State Personnel Department at **334-353-3492** to received instructions about the testing schedule. Candidates must have an accepted application on file prior to making a reservation.

**TEST CENTER SPACE FOR FRIDAY TESTING IS LIMITED SO APPLICANTS WILL BE SCHEDULED ON A FIRST CALL/FIRST SERVE BASIS. WE WILL STOP TAKING RESERVATIONS WHEN SEATING CAPACITY IS MET OR BY 10:00 A.M. SEVEN WORKING DAYS PRIOR TO TEST DATE. CANDIDATES WILL BE SENT A CARD BY MAIL AND MUST PRESENT THIS NOTIFICATION CARD AND A PICTURE IDENTIFICATION TO BE ADMITTED TO THE TEST.**

Friday tests will be conducted ONLY at the State Personnel Department Testing Center located at the following address:

State Personnel Test Facility  
60 Commerce Street  
4<sup>th</sup> Floor  
Montgomery AL 36104

**\*NOTE:** Friday testing will be offered in addition to the regular statewide testing conducted throughout the year for these job classifications on Saturdays.