Administrative Assistant 1

Tennessee Department of Treasury

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The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than $50 billion in assets through its various investment programs. We administer the State's Retirement Program, Retire*Ready*TN, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower them to make smart financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

Job Overview:

The position reports to the Supervisor of Retirement Benefits to handle assignment of work and pre-audit of retirement applications for the Tennessee Consolidated Retirement System (TCRS).

Key Responsibilities:

- Review retirement applications for completion and eligibility upon initial receipt and send correspondence to members when additional information is required.
- Assign all requests to Member Services staff through our electronic work manager.
- Research incoming documents which failed to be loaded to the correct member account.
- File adjustment requests and log into our tracking spreadsheet.
- Assist with answering phone calls as needed.
- Provide backup for other administrative staff as needed.
- Other duties as assigned by supervisor.

Qualifications:

- Graduation from an accredited two-year college or technical school with an associate's degree in a related field.
- Experience equivalent to one year of full-time administrative type duties.

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