



Service Counselor 2- Employer Liaison

Tennessee Department of Treasury

To apply, submit your resume to: Treasury.Resumes@tn.gov

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, *RetireReadyTN*, 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 is responsible for providing information both orally and in writing to State and Governmental Employers participating in the Tennessee Consolidated Retirement System (TCRS).

Key Responsibilities:

- Provides information such as employer reporting requirements, retirement plan provisions, retirement eligibility, procedures, and resource information for both employers and their employees.
- Coordinates the initial participation agreement as well as amendments to existing agreements for Governmental Entities participating in TCRS.
- Provides information regarding the enrollment requirements of new Governmental Entities joining TCRS in conjunction with the Treasury Outreach Division.
- Creates and modifies Employer records in the TCRS database regarding enrollment, plan provisions, and contributions.

Qualifications:

- Graduation from an accredited four year college or university with one year of successful experience in customer service focused administrative position.
- Proficiency in accessing and creating information in a data record keeping system is preferred.

The State of Tennessee is an Equal Opportunity Employer.

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