

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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## ADMINISTRATIVE SUPPORT ASSISTANT I – 10196

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**Salary:** \$20,779.20 - \$34,080.00  
**Announcement Date:** May 28, 2014  
**Revised Date:** October 3, 2018

### **JOB INFORMATION**

The Administrative Support Assistant I is a permanent, full-time position used by various agencies throughout the State. Employees in this class may perform a variety of clerical duties. These duties include filing documents, sorting mail, typing documents, proofreading documents, making copies, greeting and directing the public, issuing licenses or vital statistics certificates, taking telephone messages, posting records, or making simple calculations.

### **MINIMUM REQUIREMENTS**

- High school diploma or a GED certificate
- Six months of clerical work experience

### **NOTE**

- **Typing skills are required for some but not all jobs in this classification. If you wish to be considered (selectively certified) for positions that require typing, we must receive a Certificate of Proficiency which describes your skill level.** You should make your own arrangements to take the proficiency test. Certificates of Proficiency are accepted from proficiency test administrators at Alabama Career Centers and business education teachers in Alabama public and private middle schools, high schools, accredited business schools, trade schools, and two-year and four-year college. **Certificates of Proficiency submitted by candidates will not be accepted.** The minimum typing rate is a net of 40 words per minute with 10 or less errors.

### **EXAMINATION**

- **Open-Competitive** to all applicants
- A **Written Multiple Choice Exam** will comprise 100% of the final score for the open-competitive register.
- The written test will measure your ability to review records and reports, compare data, perform numerical operations, and create and maintain files. Reading comprehension, proofreading and public relations skills will be tested. The test will also measure your ability to compile and organize information, and to plan and schedule activities.

### **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 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, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by 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)
2. Coursework or degrees from schools that have not been accredited by one of the above listed regional 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 above listed accreditation associations.



# 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:

<b>Second Friday of the Month</b>		<b>Fourth Friday of the Month</b>	
<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</b>	<b>60410</b>	<b>Classification Specialist</b>	<b>50340</b>
<b>Probation and Parole Officer, Trainee</b>	<b>60899</b>	<b>Probation and Parole Officer, Trainee</b>	<b>60899</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.**

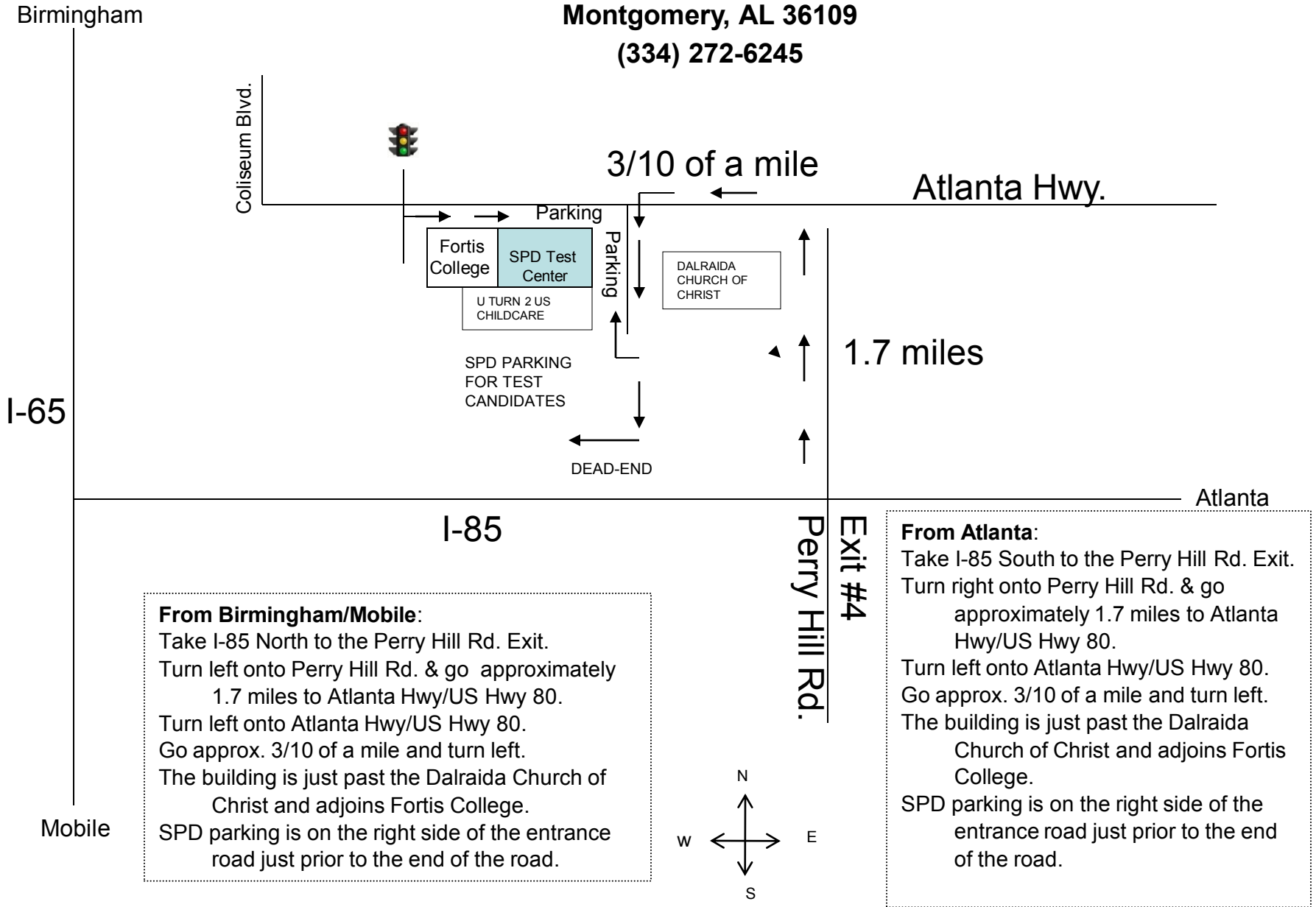
Friday tests will be conducted **ONLY** at the State Personnel Department Testing Center located at the following address:

State Personnel Test Facility  
 3738 Atlanta Highway  
 Montgomery AL 36109

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

# State Personnel Department Test Center

3738 Atlanta Highway  
Montgomery, AL 36109  
(334) 272-6245



**From Birmingham/Mobile:**  
 Take I-85 North to the Perry Hill Rd. Exit.  
 Turn left onto Perry Hill Rd. & go approximately 1.7 miles to Atlanta Hwy/US Hwy 80.  
 Turn left onto Atlanta Hwy/US Hwy 80.  
 Go approx. 3/10 of a mile and turn left.  
 The building is just past the Dalraida Church of Christ and adjoins Fortis College.  
 SPD parking is on the right side of the entrance road just prior to the end of the road.

**From Atlanta:**  
 Take I-85 South to the Perry Hill Rd. Exit.  
 Turn right onto Perry Hill Rd. & go approximately 1.7 miles to Atlanta Hwy/US Hwy 80.  
 Turn left onto Atlanta Hwy/US Hwy 80.  
 Go approx. 3/10 of a mile and turn left.  
 The building is just past the Dalraida Church of Christ and adjoins Fortis College.  
 SPD parking is on the right side of the entrance road just prior to the end of the road.