

Announcement Date: October 24, 2007

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
(334) 242-3389
Internet: www.personnel.state.al.us

WAREHOUSE SUPERINTENDENT - 10928
\$28,941.60 - \$43,963.20

Department: Various
Location: Statewide

TYPE OF EXAMINATION

An **open-competitive** and a **promotional** register will be established for this job classification. Applicants who meet the qualifications stated below will be required to complete a Task-Based Questionnaire. Scores from the questionnaire will comprise 95% of the final score for the promotional register, with the remaining 5% being based on the average of the applicant's performance ratings for the last three years. Scores from the questionnaire will comprise 100% of the final score for the open-competitive register.

QUALIFICATIONS NEEDED TO APPLY

You must have all of the following to qualify:

- Current permanent Merit system status as a Warehouse Supervisor (for the promotional register only).
- High School Diploma or GED.
- Three (3) years of administrative experience in ordering, receiving, storing, and issuing large amounts and wide varieties of supplies, equipment, and materials in a warehouse. Two (2) of the three (3) years of warehouse experience must include the performance of supervisory duties.

NOTE

Administrative experience is defined as experience which includes decision-making; managing a supply function of warehouse operations; receiving and approving orders; establishing rules, regulations, and procedures; record keeping, and overseeing the process of maintenance of stock control and accounting records.

KIND OF WORK

This is administrative work directing a large warehousing and distributing program for a state agency. Responsibilities include interpreting policy, planning work loads, establishing work priorities, assisting in budget control, coordinating warehousing and related supply functions, and formulating operational procedures to be carried out by subordinate staff. Employees in this class have responsibility for finalizing decisions within existing policy guidelines and have considerable latitude for the exercise of independent judgment and initiative in carrying out assigned responsibilities. Work is performed under general direction of an administrative superior.

HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **November 14, 2007**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

Veteran's credits are NOT allowed on promotional examinations.
Individuals currently on the register MUST reapply to remain eligible for employment.
THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

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 not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

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