

State of Alabama  
Personnel Department  
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[www.personnel.alabama.gov](http://www.personnel.alabama.gov)

Current Announcement

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## State Audit Inventory Officer - 10932

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**Salary:** \$30,724.80 - \$46,615.20  
**Announcement Date:** December 21, 2011  
**Application Deadline:** January 25, 2012

### **JOB INFORMATION**

The State Audit Inventory Officer is a full-time position utilized by the Office of State Auditor. The positions are located in Montgomery. This is specialized property inventory and control work in the review and verification of inventory and control records for state agencies requiring extensive statewide travel.

### **MINIMUM REQUIREMENTS**

- Current permanent status as an Inventory Control Officer (for the promotional register only)
- High school diploma or GED
- Two years of experience in computerized property and inventory control work on a large scale or statewide basis

### **SPECIAL REQUIREMENTS**

- Extensive, overnight travel for up to four consecutive nights every week.
- Possession of a valid Alabama driver's license.

### **NOTE**

- On the reverse side of this announcement is a required questionnaire. If you check **NO** for any statement, you may wish to reconsider applying for this position. Attach the completed questionnaire to your application and return it to State Personnel. Applications without the questionnaire attached **will not** be accepted.

### **EXAMINATION**

- **Open-Competitive** to all applicants and **Promotional** to current state employees identified above.
- **Training and Experience** as shown on the application will comprise 95% of the applicant's final score for the promotional register, with the remaining 5% being based on the average of the applicant's service ratings for the last three years. **Training and Experience** will comprise 100% of the final score for the open-competitive register.

### **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.

*Individuals currently on the register **MUST** reapply to remain eligible for employment.  
Veteran's credits are **NOT** allowed on promotional examinations.*

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

\*Please refer to the State Personnel Department web site or call us at (334)242-3389 for complete information on our policy for accepting post-secondary and advanced degrees.

## WILLINGNESS QUESTIONNAIRE

The questions below are based on tasks which are essential to the State Audit Inventory Officer job. Carefully read each question and consider whether you are **willing** and **able** to perform the task. If you answer no to any question, you may want to reconsider your application for this job.

### **Are you willing and able to:**

1. Travel out of town four consecutive nights every week?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Climb ladders and towers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Walk on rooftops?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. Stoop or bend down?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5. Lift and/or move equipment weighing at least 30 pounds?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6. Work outside in extreme heat or cold?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7. Crawl on the floor and/or in small spaces such as tunnels?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8. Walk through heavily wooded areas?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9. Work in unusual areas such as a morgue?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
10. Drive and/or sit for several hours at a time?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
11. Work around airborne irritants such as dust, coal, mold, and strong odors and vapors?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
12. Work around wildlife or domestic animals?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
13. Work on or around bodies of water?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

I certify that I have answered the above questions accurately. I understand that if appointed to a State Audit Inventory Officer position, I will be required to perform any or all of the duties above. I further understand that the above list is not an exhaustive description of the physical demands that may be required of a State Audit Inventory Officer incumbent.

Name: \_\_\_\_\_

Date: \_\_\_\_\_