

State of Alabama
Personnel Department
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Continuous Announcement

YOUTH SERVICES AIDE – 60801

Salary: \$24,595.20 - \$36,489.60
Announcement Date: August 29, 2007
Revised Date: September 1, 2008

JOB INFORMATION

The Youth Services Aide is a permanent full-time position with the Department of Youth Services. This position is located at various facilities throughout the state. This is non-professional work involving the supervision, observation, security and rehabilitation of youth in a group living situation.

MINIMUM REQUIREMENT

- High school diploma/GED

ADDITIONAL REQUIREMENT

- According to Act 85-681 of the Alabama Legislature, you may not be hired if you have been convicted of the following crimes: murder, rape in the first degree, kidnapping in the first degree, assault in the first degree, arson in the first degree, or a crime dealing with abuse of children. You will be investigated before you are hired.

NOTE

- Employees in this class usually work NIGHT or EVENING SHIFTS and/or WEEKENDS.

BENEFITS

- Low-Cost Health/Dental Insurance (Single Coverage)
- Accrue Thirteen Annual Leave Days per Year
- Thirteen Paid Holidays per Year
- Flexible Employee Benefit Plans
- Optional Family Coverage (Health/Dental)
- Accrue Thirteen Sick Days per Year
- Retirement Plan
- Optional Deferred Compensation Plans

EXAMINATION

- **Open-Competitive** to all applicants
- **Written Multiple Choice Exam**
- The How to Prepare Guide for this examination is available on our website listed above. Please contact State Personnel if you wish to have a guide mailed to you.

HOW TO APPLY

- *Please see the back of this announcement for specific instructions on HOW TO APPLY.*

Individuals currently on the register MUST reapply to remain eligible for employment.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to our web site for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

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.

**H O W T O A P P L Y
F O R
Y O U T H S E R V I C E S A I D E - 6 0 8 0 1**

1. If you wish to apply for Youth Services Aide (60801), you must bring your **COMPLETED** application form **in person** to a Department of Youth Services (DYS) facility below:

DYS Vacca Campus
8950 Roebuck Boulevard (Behind Roebuck Mazda)
Birmingham, Alabama 35206
Phone: (205) 838-4905

DYS Mt. Meigs Campus
Mt. Meigs Service Road (Mitylene Exit, off I-85)
Mt. Meigs, Alabama 36057
Phone: (334) 215-3812

DYS Autauga (HIT) Campus
1601 County Road 57
Prattville, Al 36067
Phone: (334) 361-9161

2. Your application form* must be **completely filled out** and brought **in person** on a day listed below:

TUESDAY (Before 9:00 A.M.)
THURSDAY (Before 1:30 P.M.)

*You may obtain an **application form** from a local Alabama Career Center Office, or the State Personnel Department. It can also be downloaded from our web site.

3. When you bring in your application, you will **TOUR** the campus facility and participate in an on-site **ORIENTATION** program. Tours begin **Tuesday morning at 9:00 A.M.** and **Thursday afternoon at 1:30 P.M. of each week.** If you arrive after 9:00 A.M. Tuesday or 1:30 P.M. Thursday, you may not join the tour nor orientation program.

The tour and orientation program will take approximately **two (2) hours.** Therefore, you should **prepare to stay two hours.** If you miss the tour or orientation program, you will not be scheduled to take the written exam.

The campus tour and orientation program provides a realistic preview of the general duties and work environment of the Youth Services Aide.