**State of Alabama**
**Personnel Department**
**64 North Union Street**
**P. O. Box 304100**
**Montgomery, AL 36130-4100**
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www.personnel.alabama.gov

Current Announcement

# PERSONNEL ASSISTANT I - 10830

**Salary:** $23,419.20 - $36,489.60
**Announcement Date:** April 11, 2012
**Application Deadline:** May 2, 2012

## JOB INFORMATION

The Personnel Assistant I is a permanent full-time position used by various agencies throughout the state. This is entry level technical work of average difficulty performing a variety of duties in the maintenance of personnel records and processing of personnel transactions.

## MINIMUM REQUIREMENTS

- High school diploma or GED
- Two years of clerical experience including one year of experience in personnel administration (Applicants must be detailed when describing both types of work experience).

## NOTE

College coursework in business administration, human resources, or English from an accredited* college or university may substitute for the required experience on a year for year basis. One year of substituted experience is equivalent to 30 semester or 45 quarter hours of college coursework (Please list appropriate coursework on the application).

## EXAMINATION

- **Open-Competitive** to all applicants
- A **Written Multiple Choice Exam** will comprise 100% of the final score for the open-competitive register.
- The **How to Prepare Guide** for this examination is available on our web site listed above. Please contact State Personnel after submission of your application if you wish to have a guide mailed to you.

## HOW TO APPLY

- Complete an Application for Examination Form available at ***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.***

**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.

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.

**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. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will 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.