

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

Current Announcement

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## DOCKS LEASING AGENT - 11863

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**Salary:** \$39,290.40 - \$59,517.60  
**Announcement Date:** June 29, 2011  
**Application Deadline:** July 20, 2011

### **JOB INFORMATION**

The Docks Leasing Agent is a permanent full-time position with the Alabama State Port Authority (ASPA). The position is located in Mobile, Alabama. This is a responsible management position assisting in planning and coordinating Inland Docks and Fixed Assets related activities with regard to property leasing.

### **MINIMUM REQUIREMENTS**

- Current permanent status with the ASPA in classifications equal to or above Account Clerk (10601)
- Bachelor's degree from an accredited\* four-year college or university in Management, Marketing, or a related field
- Four years of experience in ASPA accounting procedures, including experience in general business computer applications and in ASPA marketing, sales, or public relations
- One year of supervisory experience

### **SPECIAL REQUIREMENTS**

- Valid Port Security Clearance badge with Emergency Operations certification at time of hire
- Valid Transportation Worker Identification Credential card at time of appointment
- Valid Alabama driver's license at time of appointment

### **NOTES**

- Accounting procedures experience must include processing invoices for payment, billing, budgeting, and allocating expenses or income to the proper cost centers and accounts utilizing ASPA automated forms, software, policies and procedures
- Experience in ASPA accounting procedures beyond the minimum of four years may be used to substitute for college education on a year-for-year basis up to a maximum of two years
- A background investigation will be conducted prior to making hiring decisions
- Employee may be required to work after hours and/or weekends/holidays/emergencies

### **EXAMINATION**

- **Promotional** to ASPA employees with current permanent status in classifications equal to or above Account Clerk (10601).
- An evaluation of **Training and Experience** as shown on 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. Therefore, applicants must provide a **detailed** description of their duties and dates during which the required experience was obtained.

### **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 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.

**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.