



Sample of State Jobs Requiring:

High School Diploma/GED
(Or Less)

&

Little/No Experience

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.alabama.gov

Continuous Announcement

OCCUPATIONAL STUDENT TRAINEE - 10101

Salary: \$17,548.80 - \$18,741.60
Announcement Date: September 1, 2007
Revised Date: October 2, 2019

JOB INFORMATION

This is work of an introductory and training nature for high school students in order to develop work skills associated with state related occupations. This is a **temporary** job in the State service. No employment register is maintained. Vacancies are filled by direct appointment by various departments across the State.

MINIMUM REQUIREMENT

- Enrollment in high school as a junior or senior with good standing.

EXAMINATION

- No examination is required.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Application for this class must be submitted directly to the State department where you wish to work. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

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.

Revised

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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 listed below:
 - Southern Association of Colleges and Schools (SACS)
 - Middle States Commission on Higher Education (MSCHE))
 - Northwest Commission on Colleges and Universities (NWCCU)
 - Higher Learning Commission (HLC)
 - New England Commission of Higher Education (NECHE)
 - Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

2. Coursework or degrees from schools that have not been accredited by one of the above listed regional accreditation associations may 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.

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Continuous Announcement

CLERICAL AIDE - 10103

Salary: \$17,548.80 - \$18,741.60

Announcement Date: September 1, 2007

Revised Date: October 2, 2019

JOB INFORMATION

This is a **temporary** job in the State service. Employees in this class perform office work which consists of routine clerical stenographic and typing duties and which follows well-established procedures that can be readily learned on the job. No employment register is maintained. Vacancies are filled by direct appointment by various departments across the State.

MINIMUM REQUIREMENT

- Completion of 10th grade and proof of enrollment in high school
- OR**
- Graduation from high school or GED certification

EXAMINATION

- No examination is required.

HOW TO APPLY

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- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may 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.

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Continuous Announcement

CLERK - 10121

Salary: \$19,214.40 - \$26,474.40
Announcement Date: December 2, 2015
Revised Date: October 2, 2019

JOB INFORMATION

The Clerk is a permanent, full-time position used by various agencies throughout the state. Employees in this class may perform a variety of clerical duties. These duties include filing documents, sorting mail, proofreading documents, making copies, greeting and directing the public, issuing licenses or vital statistics certificates, taking telephone messages, posting records, or making simple calculations. Vacancies are filled by direct appointment by various departments across the state. No examination is required. No employment register is maintained. Applicants meeting the qualifications listed below must apply directly to the department for which they wish to work or to the State Personnel Department to be placed on the direct appointment list for Clerk.

MINIMUM REQUIREMENT

- High School diploma or a GED certificate

EXAMINATION

- No examination is required.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Applications for this class may be submitted directly to the various State departments where you wish to work **OR** online, by mail, or by fax to the State Personnel Department.
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ADMINISTRATIVE SUPPORT ASSISTANT I – 10196

Salary: \$21,194.40 - \$34,761.60
Announcement Date: May 28, 2014
Revised Date: October 2, 2019

JOB INFORMATION

The Administrative Support Assistant I is a permanent, full-time position used by various agencies throughout the State. Employees in this class may perform a variety of clerical duties. These duties include filing documents, sorting mail, typing documents, proofreading documents, making copies, greeting and directing the public, issuing licenses or vital statistics certificates, taking telephone messages, posting records, or making simple calculations.

MINIMUM REQUIREMENTS

- High school diploma or a GED certificate
- Six months of clerical work experience

NOTE

- **Typing skills are required for some but not all jobs in this classification. If you wish to be considered (selectively certified) for positions that require typing, we must receive a Certificate of Proficiency which describes your skill level.** You should make your own arrangements to take the proficiency test. Certificates of Proficiency are accepted from proficiency test administrators at Alabama Career Centers and business education teachers in Alabama public and private middle schools, high schools, accredited business schools, trade schools, and two-year and four-year college. **Certificates of Proficiency submitted by candidates will not be accepted.** The minimum typing rate is a net of 40 words per minute with 10 or less errors.

EXAMINATION

- **Open-Competitive** to all applicants,
- A **Written Multiple Choice Exam** will comprise 100% of the final score for the open-competitive register.
- The written test will measure your ability to review records and reports, compare data, perform numerical operations, and create and maintain files. Reading comprehension, proofreading and public relations skills will be tested. The test will also measure your ability to compile and organize information, and to plan and schedule activities.

HOW TO APPLY

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College coursework is defined as credit hours leading to a bachelor's degree or higher.

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Continuous Announcement

WAREHOUSE WORKER - 10920

Salary: \$22,821.60 - \$33,081.60
Announcement Date: September 1, 2007
Revised Date: October 2, 2019

JOB INFORMATION

This is work in handling stock and filling orders for delivery. Most positions are in large warehouses. This is a direct appointment job classification. No employment register is maintained. Vacancies are filled by direct appointment by various departments across the State.

MINIMUM REQUIREMENTS

- Completion of eighth grade **and** at least one year of experience in manual labor in a large warehouse
OR
- High School diploma or GED

EXAMINATION

- No examination is required.

HOW TO APPLY

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Continuous Announcement

EMPLOYMENT SECURITY TEMPORARY CLERK - 11403

Salary: Hourly Rate: \$8.79 - \$11.83
Announcement Date: September 1, 2007
Revised Date: October 2, 2019

JOB INFORMATION

This is a **temporary** job with the Department of Labor. Employees in this class may recruit applicants for assistance programs, interview applicants, give general aptitude tests, work with community groups, schools and government officials, or take claims for unemployment compensation and post benefit determinations. No employment register is maintained. Vacancies are filled by direct appointment by the Department of Labor.

MINIMUM REQUIREMENTS

- High school diploma or a GED certificate

EXAMINATION

- No examination is required.

HOW TO APPLY

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Continuous Announcement

ABC SALES ASSOCIATE I - 11706

Salary: \$23,397.60 - \$33,921.60
Announcement Date: April 29, 2015
Revised Date: October 2, 2019

JOB INFORMATION

The ABC Sales Associate I is a position with the Alabama Alcoholic Beverage Control Board. Positions are located throughout the state. Employees perform retail and/or wholesale work involving the selling and accounting for cash and stock in a state store dispensing alcoholic beverages. These functions require employees to be capable of lifting cases of merchandise weighing up to 53 pounds ranging in height from floor level up to six (6) feet to unload trucks, organize inventory, and stock/organize sales area. ABC Stores serve the public Monday through Saturday which requires employees to work nights, weekends, and/or holidays. Vacancies are filled by direct appointment. No examination is required. No employment register is maintained. Applicants meeting the minimum qualifications listed below may apply directly to the ABC Board or to the State Personnel Department to be placed on the direct appointment list for ABC Sales Associate I.

MINIMUM REQUIREMENT

- Graduation from High School or possession of a GED

NOTES

- Employees in this class must be 21 years of age.
- Some positions may require a valid driver's license.

EXAMINATION

- No examination is required.

HOW TO APPLY

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- Applications for this class may be submitted directly to the ABC Board in person or online at retail.jobs@abc.alabama.gov, **OR** online, by mail, or by fax to the State Personnel Department.
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Continuous Announcement

ENGINEERING ASSISTANT I - 20111

Salary: \$25,207.20 - \$38,335.20
Announcement Date: September 7, 2011
Revised Date: October 2, 2019

JOB INFORMATION

This is work of limited skill in assisting the engineering projects and activities. This class represents the entry level for engineering positions in design, construction, traffic surveying, and materials testing. Employees in this class receive training in one or more of the engineering specialty areas.

MINIMUM REQUIREMENT

- High School Diploma or GED

EXAMINATION

- **Open-Competitive** to all applicants
- **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 website listed above. Please contact State Personnel 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 on-line, by mail, or by fax. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

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Revised

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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

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- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may 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.

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Continuous Announcement

ANIMAL/VECTOR CONTROL TECHNICIAN - 20649

Salary: \$22,276.80 - \$31,468.80
Announcement Date: July 20, 2016
Revised Date: October 2, 2019

JOB INFORMATION

The Animal/Vector Control Technician is a permanent, full-time position with the Alabama Department of Public Health (www.adph.org). Positions are located in Baldwin County. This is beginning level work in providing services in animal or vector control. Employees in this class provide basic care to animals in the animal shelter facility in Baldwin County, and/or perform vector control services including surveillance, lavaciding, and adulticiding.

MINIMUM REQUIREMENT

- High school diploma or GED certificate.

SPECIAL REQUIREMENT

- Possession of a Certified Euthanasia Technician license as issued by the Alabama State Board of Veterinary Medical Examiners or a Pesticide Application license as issued by the State of Alabama Department of Agriculture and Industries.

EXAMINATION

- **Open-Competitive** to all applicants.
- An Evaluation of **Training and Experience** as shown on the application will comprise 100% of the final score.

HOW TO APPLY

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Continuous Announcement

CLINIC AIDE – 40102

Salary: \$21,194.40 - \$29,959.20
Announcement Date: March 5, 2014
Revised Date: October 2, 2019

JOB INFORMATION

The Clinic Aide is a permanent, full-time position with the Department of Public Health (www.adph.org). Positions are located throughout the state. This is non-professional work in providing supportive health services in a public health clinic.

MINIMUM REQUIREMENTS

- High School Diploma or GED.
OR
- Completion of the eleventh grade **and** one year of experience in a health care facility.
OR
- Completion of the tenth grade **and** two years of experience in a health care facility.

EXAMINATION

- **Open-Competitive** to all applicants.
- An Evaluation of **Training and Experience** as shown on the application will comprise 100% of the final score on the open-competitive register.

HOW TO APPLY

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State of Alabama Personnel Department

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College coursework is defined as credit hours leading to a bachelor's degree or higher.

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Continuous Announcement

HEALTH SPECIALIST – HOURLY – 40109

Salary: \$7.77 per hour – \$14.05 per hour
Announcement Date: September 26, 2012
Revised Date: January 31, 2020

JOB INFORMATION

The Health Specialist - Hourly is an hourly, conditional, no benefits position with the Department of Public Health. Individuals are appointed to this classification to serve on an at-will, part-time, as-needed basis. This classification has no benefits and is based on the amount of work available. Individuals appointed to this classification do not serve a probationary period nor obtain permanent status; therefore, individuals do not have due process rights. Positions are located throughout the state. This is non-professional work in providing supportive health services to patients and health care staff.

MINIMUM REQUIREMENT

- High School Diploma or GED

NOTES

- On the reverse side of this announcement is a required questionnaire. Individuals will be selectively certified based on the information provided on the questionnaire. Attach the completed questionnaire to your application and return it to State Personnel. Applications without the questionnaire attached **will not** be accepted.
- Names on the employment register will be considered (selectively certified) for positions in the following specialty areas:
Wellness/Clinic Peer Counselor Interpreter Home Health
- Employees in this class are separated if no work is available within one year.

EXAMINATION

- **Open-Competitive** to all applicants
- An Evaluation of **Training and Experience** as shown on the application will comprise 100% of the final score for the open-competitive register.

HOW TO APPLY

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**HEALTH SPECIALIST – HOURLY – 40109
QUESTIONNAIRE**

- Are you currently participating or have you previously participated in the WIC program? YES NO
- Have you breastfed one child for at least six months? YES NO
- Are you willing to provide health care to patients in their homes? YES NO
- Are you fluent (both written and verbal) in a language other than English? YES NO

If yes, what language _____

Signature

Print your name

Last four numbers of SSN

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Continuous Announcement

HOME HEALTH AIDE - 40111

Salary: \$21,194.40 - \$29,959.20
Announcement Date: August 10, 2011
Revised Date: October 2, 2019

JOB INFORMATION

The Home Health Aide is a permanent, full-time position with the Department of Public Health (www.adph.org). Positions are located throughout the state. This is non-professional work in providing home health services to homebound patients. Employees in this class provide basic personal and physical health care services to patients in their homes.

MINIMUM REQUIREMENTS

- High School Diploma or GED.

OR

- Completion of the eleventh grade including one year of experience in a health care facility or providing health care to homebound patients.

OR

- Completion of the tenth grade including two years of experience in a health care facility or providing health care to homebound patients.

ADDITIONAL REQUIREMENTS

- Possession of a valid license to operate a motor vehicle.
- Eligible for national certification as a home health aide and/or training.
- In order to obtain permanent employment, the employee must successfully complete the 40 hours of basic orientation, pass the clinical skills competency evaluation, score at least a 70 on the state written examination, and successfully complete the six month probationary period.

EXAMINATION

- **Open-Competitive** to all applicants.
- An Evaluation of **Training and Experience** as shown on application will comprise 100% of the final score for the open-competitive register.

HOW TO APPLY

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College coursework is defined as credit hours leading to a bachelor's degree or higher.

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Continuous Announcement

SECURITY GUARD I - 60611

Salary: \$24,604.80 - \$37,389.60
Announcement Date: November 30, 2005
Revised Date: October 2, 2019

JOB INFORMATION

The Security Guard I is a permanent, full-time position used by various agencies throughout the state. This is responsible security work in protecting state property and merchandise and maintaining the security of state buildings, grounds, and institutions.

MINIMUM REQUIREMENT

- High school diploma or GED certificate

ADDITIONAL REQUIREMENTS

- Applicants must possess a valid Alabama driver license.
- **All applicants must fill out the questionnaire on the back of this announcement** in order to be evaluated and placed on employment register. **Please attach and return this questionnaire with your application.**
- Some positions require the possession of a State of Alabama pistol license.

NOTE

- Employees in the classification may be required to work day and night shifts, weekends, holidays, and in all weather conditions.

EXAMINATION

- **Open-Competitive** to all applicants
- An Evaluation of **Training and Experience** as shown on application and responses to the **Questionnaire** on the reverse side of this announcement will comprise 100% of the final score for the open-competitive register.

HOW TO APPLY

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Revised

QUESTIONNAIRE

Listed below are several work experiences which have been identified as being related to the **Security Guard I** job. Please mark an "X" in the boxes which describe your past work experiences, and fill in the required information.

Check this box if you have no work experience which is related to **Security Guard I**.

WORK EXPERIENCE EMPLOYER	DATES	JOB TITLE	NAME OF
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Security Guard to

Police Officer to

Loss Prevention
(as in retail stores) to

Military Police Officer to

Armed Escort to

Security System
Monitor to

Correctional Officer to

In the spaces below, please document any other work experience you have which you feel is related to the **Security Guard I** job, but is not listed above.

WORK EXPERIENCE EMPLOYER	DATES	JOB TITLE	NAME OF
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to

to

to

Signature: _____

Social Security Number: _ _ _ - _ _ - _ _ _ _

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Continuous Announcement

PORT POLICE OFFICER – 60631

Salary: \$30,703.20 - \$50,174.40
Announcement Date: April 2, 2014
Revised Date: October 2, 2019

JOB INFORMATION

The Port Police Officer is a permanent, full-time position with the Alabama State Port Authority (ASPA). Positions are located in Mobile, Alabama. This is responsible law enforcement work relating to the security and protection of maritime facilities.

MINIMUM REQUIREMENT

- High school diploma or GED

ADDITIONAL REQUIREMENTS

- Pass a physical examination and a physical ability/agility test, and will be required to take a drug test
- Meet the following requirements of the Alabama Peace Officers' Standards and Training Act to include: **(1)** nineteen years of age at time of appointment; **(2)** good health and physically fit for the performance of duties as a law enforcement officer; **(3)** no conviction for a felony or domestic violence; **(4)** must be a citizen of the United States; and **(5)** if the applicant has been a member of the armed forces of the United States, his/her discharge must be honorable. Permanent status is dependent upon the candidate successfully completing APOST academy
- Possess a valid Alabama driver's license as defined by current ASPA Vehicle Operator Policy at time of appointment
- Possess a valid Port Security Badge with escort privileges at time of appointment
- Possess a valid Transportation Worker Identification Credential Card at time of appointment

NOTES

- A background investigation will be conducted prior to making hiring decisions.
- Employees will be required to work after hours and/or weekends/holidays/emergencies.

EXAMINATION

- **Open-Competitive** to all applicants
- An Evaluation of **Training and Experience** as shown on the application will comprise 100% of the final score for the open-competitive register.

HOW TO APPLY

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Continuous Announcement

ALEA TROOPER, TRAINEE - 60670

Salary: \$37,389.60 - \$56,726.40*

*Starting salaries will be adjusted based on education above the minimum:

Completion of a 2-year degree - \$38,335.20 and completion of a 4-year degree - \$40,286.40

Announcement Date: March 13, 2019

Revised Date: October 2, 2019

JOB INFORMATION

ALEA Trooper, Trainee is a permanent, full-time position with the Alabama Law Enforcement Agency (ALEA). Positions are located throughout the state. Employees must complete specific training prescribed by the Alabama Peace Officers' Standards and Training Commission (APOSTC) as well as specialized agency training necessary to become a fully functional Trooper responsible for patrolling state roadways, waterways, and complexes. Candidates completing probation are eligible for promotion to the ALEA Trooper classification after six (6) months.

MINIMUM REQUIREMENTS

- Applicants must possess a high school diploma or GED certificate.
- Applicants must be 21 years of age or older.
- Applicants must provide **one** of the following with their applications: (1) valid certification of having passed the **Basic Ability Test (BAT)** for Law Enforcement Officers (also called **ACT WorkKeys**) as required by APOSTC **OR** (2) proof of possession of an Associate's degree or higher from an accredited college or university (copy of diploma or transcript) **OR** (3) APOSTC certification number and issue date in the Professional License or Certificate section on their applications. (APOSTC Correctional Officers are **not** eligible for this exemption from the BAT). **Applications without the required documentation will not be accepted.** For additional information, see the back of this announcement.

SPECIAL REQUIREMENTS

- Applicants must be a U.S. Citizen at the time of appointment.
 - Applicants must possess a valid Alabama driver license at the time of appointment.
 - Applicants must meet APOSTC requirements, designated agency training, and other specialized training during the probationary period.
 - Applicants must pass a Pre-Employment Physical Assessment. Applicants who are not APOSTC certified must complete the Physical Ability/Agility Test (PAAT) consisting of the following components:
 - An obstacle course in 90 seconds where applicants push a vehicle 15 feet, climb a 6-foot wall or chain link fence, crawl through a small window, walk a balance beam, and drag a 165-pound dummy 15 feet;
 - At least 22 push-ups in 60 seconds;
 - At least 25 sit-ups in 60 seconds; and
 - A 1.5 mile run in 15 minutes and 28 seconds.
- Note:** APOSTC certified candidates must complete the Physical Ability Fitness Assessment (PAFA) which requires completion of the obstacle course within 90 seconds and a 300-meter untimed run.
- Applicants must successfully complete a background investigation.
 - Applicants are subject to assignment anywhere within the State.
 - Marine Patrol Division positions require employees to obtain a vessel operator license during the probationary period.

EXAMINATION

- **Open-Competitive** to all applicants
- An Evaluation of **Training and Experience** as shown on the application and required documents listed above will comprise 100% of the final score.

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. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

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

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Basic Abilities Test (BAT)

Effective July 1, 2017, APOSTC adopted the ACT WorkKeys Assessment as the official Basic Ability Test (BAT) for all applicants for Law Enforcement Officer employment and certification. The ACT WorkKeys Assessment/BAT is currently offered at all of Alabama's community colleges in the Workforce Development Program. Administration schedules and guidelines vary by location so applicants should contact their preferred community college to get details regarding test administration. A list of community colleges and contact information is included on the APOSTC website listed below.

Applicants must submit a copy of their BAT results with their applications in order to be placed on the register. There are two exceptions for applicants who are not required to take the BAT: (1) Applicants who possess an Associate's degree or higher, and (2) Applicants who are already APOSTC certified (This includes applicants who are required to complete the Refresher training for reinstatement of his/her certification). Applicants with an Associate's degree or higher must submit a copy of their diploma or transcript; if you do not submit proof of your degree, your application will not be accepted. For applicants who are APOSTC certified, you must include your APOSTC certification number and issue date in the Professional License or Certificate section on your application.

Frequently Asked Questions

- **What is the BAT?** BAT stands for Basic Ability Test. APOSTC has adopted the ACT WorkKeys Assessment as the official Basic Ability Test (BAT) for all applicants for Law Enforcement Officer employment and certification.
- **What sections comprise the test?** The BAT is comprised of three skill areas: 1) Applied Math, 2) Graphic Literacy, and 3) Workplace Documents (understanding memos, notices, policies, and other written text). No prior knowledge of law or law enforcement is needed to answer the questions. A prep course called Police Exam 3Rs is available online for law enforcement reading, writing, and math. (This study material is not developed or endorsed by ALEA or SPD; it is only a suggestion of study material available online and does not guarantee success on the exam.)
- **Where can I take the BAT?** Individuals who do not possess a valid ACT WorkKeys Assessment/BAT may test at any Alabama community college within the State. Applicants should contact their preferred community college for scheduling and other related information.
- **When should I take the BAT?** You must successfully complete the BAT before you can be placed on the register for ALEA Trooper, Trainee. Applicants must attach a copy of their BAT results to their applications in order to be placed on the register.
- **When will I know my score?** The community college will provide you with a copy of your BAT results, and you should attach a copy of the results to your application.
- **How much does the BAT cost?** The standard fee to take the BAT at all Alabama community colleges is currently \$45 (\$15/section). The fee is payable to the community college and is required prior to testing.
- **What if I do not pass a section of the BAT?** Should you fail any section of the three-segment test, you will be allowed to re-take only that segment of the test for an additional fee of \$15 per segment.

For additional information, go to the APOSTC website: www.apostc.state.al.us, and click on "ACT WorkKeys Assessment Adopted as Basic Ability Test (BAT)." You may also consult ALEA's website: www.alea.gov/employment, or contact ALEA Personnel Division at (334)517-2444.

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Continuous Announcement

CORRECTIONAL OFFICER TRAINEE - 60710

Salary: \$31,468.80 - \$47,805.60*

*Starting salaries will be adjusted based on education above the minimum:

Completion of a 2-year degree or the equivalent amount of credit hours - \$34,761.60 and completion of a 4-year degree - \$36,492.00

Announcement Date: April 18, 2018

Revised Date: October 2, 2019

JOB INFORMATION

The Correctional Officer Trainee is a permanent, full-time position with the Department of Corrections. Positions are located throughout the state. This is correctional security work as a trainee that consists of formal and on-the-job training of the policies and procedures associated with the custody and rehabilitation of inmates within a correctional institution. No written examination is required. No employment register is maintained. Applicants meeting the qualifications below may apply directly to the Department of Corrections in person on the day of testing.

MINIMUM REQUIREMENTS

- High school diploma or GED
- Nineteen (19) years of age

ADDITIONAL REQUIREMENTS

- Applicants must possess a valid driver license from their State of residency.
- Applicants must be a citizen of the United States.
- Applicants must pass a physical examination and a physical ability test.
- Applicants must pass a drug screen.
- Applicants will be fingerprinted (background check).
- Applicants must have no felony or domestic violence convictions.
- If an applicant is a veteran of the armed forces of the United States, their discharge must be under honorable conditions.

NOTES

- Copy of high school diploma/GED Certificate **and** BAT results **OR** Associates degree or higher from a College or University accredited by the Southern Association of Colleges and Schools (SACS) or its regional equivalent, will be required by the Department of Corrections prior to appointment.
- Applicants previously certified by APOSTC are not required to take the BAT, provided they have been active within the last ten (10) years.
- **Applicants are subject to assignment anywhere within the State.**
- Questions may be directed to the Department of Corrections at (334) 353-9510.

EXAMINATION

- Completion of the BAT (see attached)

HOW TO APPLY

- The State Personnel Department **does not** schedule applicants for the on-site exam. Application for this classification should be submitted directly to the Department of Corrections in person on the day of testing.
- An Application for Examination Form is available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.

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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 classification, as well as bachelor's, graduate, post graduate, and doctoral degrees will be accepted from schools accredited by the Distance Education Accrediting Commission (DEAC) or any of the six regional accreditation associations in the United States listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may 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.

*The term "regionally accredited school" refers to an institution of higher education accredited by one of the six regional accreditation associations listed above.



Jackie Graham
 State Personnel Director
 Alice Ann Byrne
 Deputy Director

STATE OF ALABAMA

PERSONNEL DEPARTMENT

300 Folsom Administrative Building
 Montgomery, Alabama 36130-4100

Telephone: (334) 242-3389 Fax: (334) 242-1110

www.personnel.alabama.gov



MEMORANDUM

DATE: January 15, 2020
TO: Applicants for Correctional Officer Trainee
FROM: State Personnel
SUBJECT: Testing Information

Basic Abilities Test (BAT) Requirement:

- **What is the BAT?** The BAT is also known as the ACT Workkeys.
- **What sections of the BAT am I required to take?** The three segments you are required to take are 1) Reading for Information (Workplace Documents), 2) Location Information (Graphic Literary), 3) Applied Mathematics.
- **Where can I take the BAT?** You can take the BAT at any community college in your state of residence. You may contact the Alabama Department of Corrections (ADOC) for additional information.
- **When should I take the BAT?** You must successfully complete the BAT before you are eligible for appointment as a Correctional Officer Trainee.
- **What is a passing score on the BAT?** You must score a 3 or higher on each segment of the BAT to pass.
- **How much does the BAT cost?** A fee of \$15 per section (\$45 total), payable to the community college is required prior to testing.

Applicants must attend one of the following on-sites (refer to the ADOC website for more information).

2020 On-site Testing Schedule

*January 31, 2020	Donaldson Correctional Facility	*July 31, 2020	Ventress Correctional Facility
*February 14, 2020	Staton Correctional Facility	*August 7, 2020	Bibb Correctional Facility
*February 28, 2020	Ventress Correctional Facility	*August 28, 2020	Fountain Correctional Facility
*March 20, 2020	Bibb Correctional Facility	*September 18, 2020	Donaldson Correctional Facility
*April 24, 2020	Fountain Correctional Facility	*October 2, 2020	Staton Correctional Facility
*May 15, 2020	Donaldson Correctional Facility	*October 30, 2020	Ventress Correctional Facility
*June 12, 2020	Limestone Correctional Facility	*November 13, 2020	Bibb Correctional Facility
*June 26, 2020	Staton Correctional Facility	*December 11, 2020	Limestone Correctional Facility

***Please note all testing dates are on Friday**

If you need additional information, please contact ADOC Personnel Division's Correctional Officer Unit at (334) 353-9510 or www.doc.alabama.gov.

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Continuous Announcement

YOUTH SERVICES AIDE - 60801

Salary: \$25,838.40 - \$38,335.20
Announcement Date: April 8, 2015
Revised Date: October 2, 2019

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. No examination is required. No employment register is maintained. Applicants meeting the qualifications below may apply directly to the Department of Youth Services or to the State Personnel Department to be placed on the direct appointment list for Youth Services Aide.

MINIMUM REQUIREMENT

- High school diploma or 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.

NOTES

- Employees in this class may work day, evening, or night shifts and/or weekends including holidays.
- As part of the application process, you will be required to **TOUR** the campus facility and participate in an on-site **ORIENTATION** program.

EXAMINATION

- No examination is required.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Application for this class may be submitted directly to the Department of Youth Services in person or online at www.dys.alabama.gov, **OR** online, by mail, or by fax to the State Personnel Department.
Applications will be accepted until further notice. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

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Revised

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State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job classification, as well as bachelor's, graduate, post graduate, and doctoral degrees will be accepted from schools accredited by the Distance Education Accrediting Commission (DEAC) or any of the six regional accreditation associations in the United States listed below:

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- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may 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.

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Continuous Announcement

CONSERVATION ENFORCEMENT OFFICER, TRAINEE – 70798

Salary: \$37,389.60 - \$56,726.40

Announcement Date: September 30, 2015

Revised Date: October 2, 2019

JOB INFORMATION

The Conservation Enforcement Officer, Trainee is a permanent, full-time position with the Department of Conservation and Natural Resources. Positions are located throughout the state. This is the entry-level conservation enforcement classification; employees are trainees who complete required courses of training approved by the Alabama Peace Officers' and Standards Training Commission (APOSTC) as well as specialized job assignment training.

MINIMUM REQUIREMENT

- High school diploma or GED certificate.

ADDITIONAL REQUIREMENTS

- Possession of a valid Alabama driver license.
- Applicants must be 21 years of age at the time of application.
- Applicants must meet requirements of the Alabama Peace Officers' Standards and Training Act and pass a physical examination during the probationary period.
- Applicants must complete designated agency and other specialized training related to job assignment during the probationary period.

EXAMINATION

- **Open-Competitive** to all applicants
- A **Written Multiple Choice Exam** will comprise 100% of the final score for the open-competitive register.
- The Candidate Information 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

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply on-line, by mail or by fax. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

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- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may 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.

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Continuous Announcement

CUSTODIAL WORKER - 80101

Salary: \$18,288.00 - \$24,604.80

Announcement Date: September 1, 2007

Revised Date: October 2, 2019

JOB INFORMATION

This is manual work involving the custodial care of public buildings and premises. Employees in this job classification perform cleaning and minor maintenance work in state buildings and hospitals. This is a direct appointment job classification. No employment register is maintained. Vacancies are filled by direct appointment by various departments across the State.

MINIMUM REQUIREMENT

- Six (6) months of experience in janitorial work, grounds maintenance or related work

EXAMINATION

- No examination is required.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Application for this class must be submitted directly to the State department where you wish to work *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

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Revised

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State of Alabama Personnel Department

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- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may 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.

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Continuous Announcement

BUILDING CUSTODIAN I - 80111

Salary: \$21,715.20 - \$30,703.20

Announcement Date: September 1, 2007

Revised Date: October 2, 2019

JOB INFORMATION

This is responsible semi-skilled work supervising the custodial care and maintenance of a public building. This is a direct appointment job classification. No employment register is maintained. Vacancies are filled by direct appointment by various departments across the State.

MINIMUM REQUIREMENT

- One (1) year of experience in janitorial or general cleaning work and routine building maintenance tasks

EXAMINATION

- No examination is required.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Application for this class must be submitted directly to the State department where you wish to work. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

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Revised

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College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may 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.

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Continuous Announcement

LAUNDRY WORKER I - 80211

Salary: \$18,288.00 - \$24,604.80

Announcement Date: September 1, 2007

Revised Date: October 2, 2019

JOB INFORMATION

This is routine work in performing repetitive manual or machine operation tasks in an institutional laundry. This is a direct appointment job classification. No employment register is maintained. Vacancies are filled by direct appointment by various departments across the State.

MINIMUM REQUIREMENT

- Completion of eighth school grade

EXAMINATION

- No examination is required.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
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Revised

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State of Alabama Personnel Department

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College coursework is defined as credit hours leading to a bachelor's degree or higher.

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Continuous Announcement

FOOD SERVICE WORKER - 80301

Salary: \$17,848.80 - \$23,997.60

Announcement Date: September 1, 2007

Revised Date: October 2, 2019

JOB INFORMATION

Employees in this class perform routine work in the preparation and serving of food and related manual tasks in kitchens, dining rooms and wards. This is a direct appointment job classification. No employment register is maintained. Vacancies are filled by direct appointment by various departments across the State.

MINIMUM REQUIREMENT

- Completion of eighth school grade

EXAMINATION

- No examination is required.

HOW TO APPLY

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College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may 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.

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Continuous Announcement

UTILITY LABORER - 90103

Salary: \$20,174.40 - \$27,804.00

Announcement Date: September 1, 2007

Revised Date: October 2, 2019

JOB INFORMATION

This is semi-skilled and manual labor work. This is a direct appointment job classification. No employment register is maintained. Vacancies are filled by direct appointment by various departments across the State.

MINIMUM REQUIREMENT

- One (1) year of semi-skilled work in a building or mechanical trade
- OR**
- One (1) year of semi-skilled work operating equipment such as tractors or forklifts

EXAMINATION

- No examination is required.

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Continuous Announcement

GROUNDS WORKER - 90140

Salary: \$20,671.20 - \$29,215.20

Announcement Date: September 1, 2007

Revised Date: October 2, 2019

JOB INFORMATION

This is semi-skilled work in the care of grounds of a state institution, public building, state park, or historical site. Employees in this job classification are responsible for the appearance, repair, and general care of gardens and grounds.. This is a direct appointment job classification. No employment register is maintained. Vacancies are filled by direct appointment by various departments across the State.

MINIMUM REQUIREMENTS

- Completion of the tenth grade
- Six (6) months of experience in groundskeeping and gardening work

EXAMINATION

- No examination is required.

HOW TO APPLY

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Continuous Announcement

TRANSPORTATION WORKER - 90241

Salary: \$21,715.20 - \$30,703.20
Announcement Date: March 23, 2005
Revised Date: October 2, 2019

JOB INFORMATION

Transportation Worker is a permanent, full-time position with the Department of Transportation. Positions are located throughout the state. Employees perform a variety of routine tasks ranging from simple unskilled manual work to the operation of various pieces of simple mechanized equipment. **Vacancies are filled by direct appointment.** No employment register is maintained.

MINIMUM REQUIREMENT

- Completion of eighth grade.

EXAMINATION

- No examination is required.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
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Continuous Announcement

TRANSPORTATION MAINTENANCE TECHNICIAN I – 90244

Salary: \$25,207.20 - \$38,335.20
Announcement Date: May 23, 2007
Revised Date: October 2, 2019

JOB INFORMATION

Transportation Maintenance Technician I is a full-time position with the Department of Transportation. Positions are located throughout the state. Employees perform light to heavy equipment operation in connection with the maintenance and construction of highway facilities. **Vacancies are filled by direct appointment.** No employment register is maintained

MINIMUM REQUIREMENT

- Completion of eighth grade.

EXAMINATION

- No examination is required.

NOTE

- Appointment to this class will be made on a conditional basis. A Commercial Drivers License (CDL) must be obtained during the probationary period. In order to remain in this class, an employee must maintain a valid CDL.

HOW TO APPLY

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Continuous Announcement

SERVICE PATROL OPERATOR - 90428

Salary: \$26,474.40 - \$41,277.60

Announcement Date: September 11, 2013

Revised Date: October 2, 2019

JOB INFORMATION

The Service Patrol Operator is a permanent, full-time position with the Department of Transportation. Positions are located in Birmingham, Mobile, Huntsville, Tuscaloosa and Montgomery. This is semi-skilled work patrolling urban highways in order to assist motorists and curtail traffic congestion by providing incident control until the incident is cleared.

MINIMUM REQUIREMENT

- High school diploma or GED

ADDITIONAL REQUIREMENT

- Applicants must possess a valid Alabama driver license at the time of their appointment.

NOTES

- At the time of appointment, applicants must have the ability to climb, stoop, or crouch.
- Employees in this classification work day or evening shifts, and/or weekends, holidays, and emergencies.
- Employees must be able to work in all weather conditions.

EXAMINATION

- **Open-Competitive** to all applicants
- An evaluation of **Training and Experience** as shown on the application will comprise 100% of the final score for the open-competitive register.

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Continuous Announcement

TRAFFIC SIGN PAINTER I - 90564

Salary: \$21,715.20 - \$37,389.60
Announcement Date: May 23, 2007
Revised Date: October 2, 2019

JOB INFORMATION

Traffic Sign Painter I is a permanent, full-time position with the Department of Transportation. Positions are located in Montgomery County only. Employees use special equipment and follow standard procedures in laying-out and producing a variety of road marking signs. **Vacancies are filled by direct appointment.** No employment register is maintained.

MINIMUM REQUIREMENTS

- Completion of one high school level course in English
- Completion of one high school level course in Math

EXAMINATION

- No examination is required.

HOW TO APPLY

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- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may 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.

*The term "regionally accredited school" refers to an institution of higher education accredited by one of the six regional accreditation associations listed above.



STATE OF ALABAMA

PERSONNEL DEPARTMENT

300 Folsom Administrative Building
Montgomery, Alabama 36130-4100

Telephone: (334) 242-3389 Fax: (334) 242-1110

www.personnel.alabama.gov



Jackie Graham
State Personnel Director
Alice Ann Byrne
Deputy Director

MEMORANDUM

TO: Persons Interested in Continuous Announcements

FR: State Personnel Director

SUBJECT: Weekday Testing For:

Effective immediately the State Personnel Department will administer the written test for the below job classifications each month on a selected Friday as follows:

<u>Second Friday of the Month</u>		<u>Fourth Friday of the Month</u>	
ASA I	10196	Account Clerk	10601
ASA II	10197	ES Representative	11408
ASA III	10198	Engineering Assistant I	20111
Retirement Counselor	10875	PEDS I	21231
Health Services Administrator I	40761	Financial Support Worker	50247
Driver License Examiner I	60410	Classification Specialist	50340

Individuals wishing to take the written test on a Friday must call the State Personnel Department at **334-353-3492** to received instructions about the testing schedule. Candidates must have an accepted application on file prior to making a reservation.

TEST CENTER SPACE FOR FRIDAY TESTING IS LIMITED SO APPLICANTS WILL BE SCHEDULED ON A FIRST CALL/FIRST SERVE BASIS. WE WILL STOP TAKING RESERVATIONS WHEN SEATING CAPACITY IS MET OR BY 10:00 A.M. SEVEN WORKING DAYS PRIOR TO TEST DATE. CANDIDATES WILL BE SENT A CARD BY MAIL AND MUST PRESENT THIS NOTIFICATION CARD AND A PICTURE IDENTIFICATION TO BE ADMITTED TO THE TEST.

Friday tests will be conducted ONLY at the State Personnel Department Testing Center located at the following address:

State Personnel Test Facility
60 Commerce Street
4th Floor
Montgomery AL 36104

***NOTE:** Friday testing will be offered in addition to the regular statewide testing conducted throughout the year for these job classifications on Saturdays.



**State of Alabama
Personnel Department**

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