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

ADMINISTRATIVE SUPPORT ASSISTANT III – 10198

Salary: $25,821.60 - $43,339.20
Announcement Date: June 1, 2005
Revised Date: May 23, 2012

JOB INFORMATION

The Administrative Support Assistant III is a permanent full-time position used by various agencies throughout the State. Employees in this class are responsible for performing advanced clerical duties, which may involve significant administrative or supervisory responsibility. Certain positions may require complex typing.

MINIMUM REQUIREMENTS

- High school diploma or a GED certificate
- Five years of progressively responsible clerical experience. Examples of responsible experience might involve such tasks as developing forms, maintaining data bases, supervising clerical staff, preparing reports ad correspondence, determining eligibility or new policies, and training new clerical employees
- For promotional register, current permanent status as a Clerk Steno III, Administrative Support Assistant II, or Docket Clerk in the State of Alabama Merit System

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 colleges. **Certificates of Proficiency submitted by candidates will not be accepted**. The minimum typing rate is a net of 50 words per minute with 10 or less errors.

EXAMINATION

- **Open-Competitive** to all applicants and **Promotional** to current state employees in classifications identified above.
- **Written Multiple Choice Exam** will constitute 100% of the final grade for the open-competitive register. For the promotional register, the score from the written test will constitute 95% of the final grade with the remaining 5% based on the average of the applicant's service ratings for the last three years.
- The written test will measure your ability to perform mathematical computations, detect errors, compare information, and follow instructions. English, grammar, proofreading, composition and reading comprehension will be tested. The test will also measure your ability to plan, organize, prioritize and file.

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.*

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.

Revised

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.

STATE OF ALABAMA

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January 30, 2013

Jackie Graham
State Personnel Director
Alice Ann Byrne
Deputy Director

M E M O R A N D U M

TO: **Persons Interested in Continuous Announcements**

FROM: **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:

Second Friday of the Month		**Fourth Friday of the Month**	
Clerk	**10121**	**Account Clerk**	**10601**
ASA I	**10196**	**ES Representative**	**11408**
ASA II	**10197**	**PEDS**	**21230**
ASA III	**10198**	**Health Services Administrator I**	**40761**
ABC Sales Associate I	**11706**	**Financial Support Worker**	**50247**
Drivers License Examiner	**60410**	**Classification Specialist**	**50340**
State Capitol Police	**60637**	**Probation & Parole Specialist**	**60932**
Probation & Parole Off.	**60901**	**Retirement Counselor**	**10875**

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

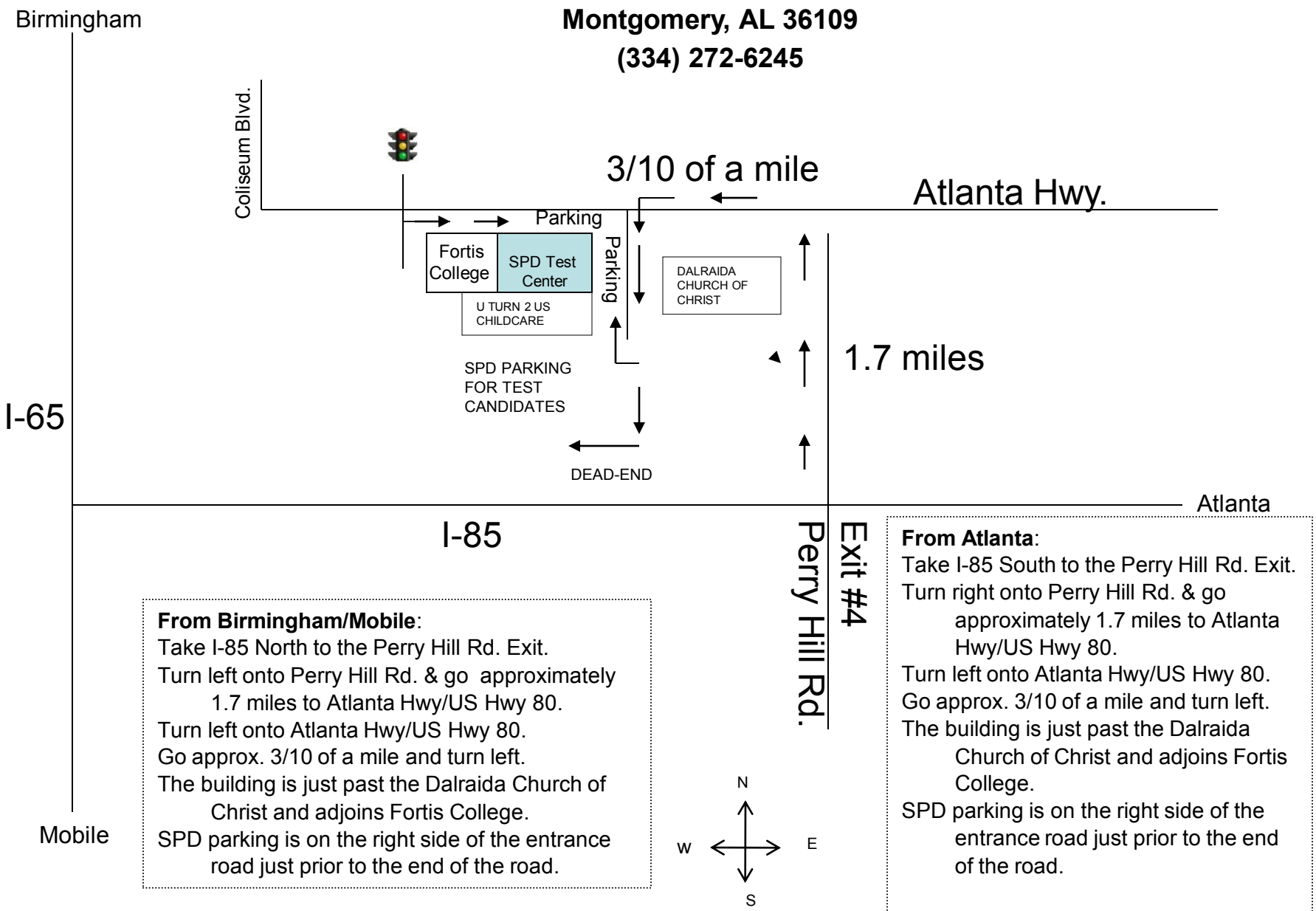
TEST CENTER SPACE FOR FRIDAY TESTING IS LIMITED SO APPLICANTS WILL BE SCHEDULED ON A FIRST CALL/FIRST SERVE BASIS. WE WILL STOP TAKING RESERVATIONS WHEN SEATING CAPACITY IS MET OR BY 11:00 A.M. SEVEN WORKING DAYS PRIOR TO TEST DATE. CANDIDATES WILL BE SENT A CARD BY MAIL AND MUST PRESENT THIS NOTIFICATION CARD AND A PICTURE IDENTIFICATION TO BE ADMITTED TO THE TEST.

Friday tests will be conducted **ONLY** at the State Personnel Department located at the following address:
State Personnel Test Facility
3738 Atlanta Highway
Montgomery AL 36109

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

State Personnel Department Test Center

3738 Atlanta Highway
Montgomery, AL 36109
(334) 272-6245



From Birmingham/Mobile:
Take I-85 North to the Perry Hill Rd. Exit.
Turn left onto Perry Hill Rd. & go approximately 1.7 miles to Atlanta Hwy/US Hwy 80.
Turn left onto Atlanta Hwy/US Hwy 80.
Go approx. 3/10 of a mile and turn left.
The building is just past the Dalraida Church of Christ and adjoins Fortis College.
SPD parking is on the right side of the entrance road just prior to the end of the road.

From Atlanta:
Take I-85 South to the Perry Hill Rd. Exit.
Turn right onto Perry Hill Rd. & go approximately 1.7 miles to Atlanta Hwy/US Hwy 80.
Turn left onto Atlanta Hwy/US Hwy 80.
Go approx. 3/10 of a mile and turn left.
The building is just past the Dalraida Church of Christ and adjoins Fortis College.
SPD parking is on the right side of the entrance road just prior to the end of the road.