

Announcement Date: June 27, 2007

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
(334) 242-3389

Internet: www.personnel.state.al.us

ACCOUNTS EXAMINER IV - 10644
\$51,648.00 - \$78,674.40

Department: Examiners of Public Accounts
Location: Statewide

TYPE OF EXAMINATION

A **promotional** register will be established for employees with current permanent status as an Accounts Examiner III and who meet the minimum qualifications stated below. Qualified applicants will be evaluated based on their training and experience as shown on their application. This evaluation will comprise 95% of the final grade, with the remaining 5% being based on the average of the applicants' performance ratings for the last three years.

QUALIFICATIONS NEEDED TO APPLY

You must have **all** of the following to qualify:

- Current permanent status as an Accounts Examiner III.
- One year of experience as an Accounts Examiner III by the closing date indicated below.

KIND OF WORK

This is advanced supervisory and managerial work directing several teams of audit personnel engaged in audits or reviews of state or local governmental entities or colleges and universities. Employees are responsible for ensuring that audits are performed according to the prescribed standards of the department and Generally Accepted Government Auditing Standards (GAGAS). Employees in this class approve all audit programs prior to implementation and conduct formal detailed reviews of all completed reports and working papers to ensure that they meet the prescribed standards. Supervision is exercised over advanced professional and technical employees engaged in audit activities. Exceptions may include positions which serve as assistant to the director of a professional/technical support section and perform highly responsible administrative and advanced technical duties in an area such as research, training, quality assurance, or electronic data processing audit techniques. Work is performed with considerable independence with only general instructions received from the division director or assistant division director who reviews work for attainment of objectives and adherence to departmental standards.

HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **July 18, 2007**. Applications received after this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be put on a mailing list to be notified when this job is again open for applications. The State Personnel Department is not responsible for late receipt of applications due to mail services or fax malfunctions. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is (334) 242-1110.

Applicants are encouraged to apply on-line at: www.personnel.state.al.us.

Veteran's credits are NOT allowed on promotional examinations.
Individuals currently on the register MUST reapply to remain eligible for employment.
THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

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.