



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

ADMINISTRATIVE SUPPORT ASSISTANT II – 10197

Salary: \$27,408.00 - \$44,860.80

Announcement Date: January 31, 2007

Revised Date: September 14, 2022

JOB INFORMATION

The Administrative Support Assistant II is a permanent, full-time position used by various agencies throughout the State. This is advanced and/or supervisory office support work involving a variety of tasks and work methods. Employees in this class are responsible for making decisions and solving problems utilizing their knowledge of the activities, practices, and applicable functions, rules and regulations of the organization in which employed.

MINIMUM REQUIREMENT(S)

- High school diploma or a GED certificate
- Three years of responsible clerical work experience

NOTE(S)

• 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,
- 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

- 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

*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 be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

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.

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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.