

ISSUE DATE: 11-13-07
VOID AFTER: OPEN CONTINUOUS

ANNOUNCEMENT NO. 12028

THE PERSONNEL BOARD FOR MOBILE COUNTY, ALABAMA
announces an OPEN COMPETITIVE examination for

AS AMENDED

04-14-08

1820 - REGISTER'S REPORTER

*SALARY

JURISDICTION	*S A L A R Y	
	MONTHLY RATE	YEARLY RATE
01 - MOBILE COUNTY	\$3,290 - \$5,260	\$39,487 - \$63,127

EXAMINATION: IMPORTANT NOTICE TO APPLICANTS. READ CAREFULLY. No written or oral examination will be required. Applicants will be scored on the basis of an evaluation of their education, training, experience and personal qualifications as outlined by the candidates' sworn statements in their application, upon corroborative evidence obtained by investigation and the applicants' responses to the Supplemental Questionnaire Form. Applicants must provide all background information and supportive documents as requested on the application form and job announcement.

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from a standard senior high school including courses in typing and shorthand, preferably supplemented with college courses in law or closely related field and a minimum of three years' stenographic experience; or a combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENT: Must possess a current Certification of Proficiency from the Mobile County Personnel Board certifying the ability to take dictation at the rate of one-hundred and forty (140) words per minute and type at a minimum of 65 words per minute.

NOTE: Applicants will be allowed to bring and use a stenographic machine to meet the dictation requirement.

KIND OF WORK: This is court secretarial work taking and transcribing verbatim testimony adduced before Circuit Court judges and a court of records.

ESSENTIAL REQUIREMENTS OF THE WORK: Thorough knowledge of business English, spelling, arithmetic, punctuation, filing and grammar; thorough knowledge of legal terminology and forms; good knowledge of the organization, function, laws, policies and regulations of the Circuit Court or ability to acquire such knowledge; ability to accurately type a minimum of 65 words per minute and take verbatim testimony at 140 words per minute over extended periods; ability to rapidly and accurately transcribe dictation of court proceedings; ability to establish and maintain effective working relationships with court officials, other employees and the general public.

RESIDENCE REQUIREMENTS: There are NO residence requirements in order to apply. Applicants must bear all expenses incurred in reporting for testing or appointment. Upon appointment, the law gives the right to each Appointing Authority (Employer) to fix any further legal requirements regarding residence.

FINAL DATE FOR FILING APPLICATION: Applications should be returned as soon as possible. In the event of tied scores, Rule 8.1 dictates that ties will be broken by the order in which applications are filed. There is NO predetermined final closing date. Applications will be received until further notice.

DONALD DEES, DIRECTOR

THE AGENCIES WE SERVE ARE EQUAL OPPORTUNITY EMPLOYERS
1809 Government St. Mobile, AL 36606 - P.O. Box 66794 Mobile, AL 36660-1794

www.personnelboard.org

Applications may be faxed to (251) 445-2219