

ISSUE DATE: 12-17-07
VOID AFTER: OPEN CONTINUOUS

ANNOUNCEMENT NO. 12073

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

AS AMENDED:
08-18-08

11740 - PLANNING AIDE
(SEASONAL)

*SALARY

JURISDICTION	*S A L A R Y	
	MONTHLY RATE	YEARLY RATE
02 - CITY OF MOBILE	\$2,109 - \$3,372	\$25,318 - \$40,475

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: Completion of one year's study and current enrollment in a recognized college or university in one of the following areas: city planning; architecture, civil engineering, or closely related field; or a combination of education and experience equivalent to these requirements.

KIND OF WORK: This is beginning level technical drawing and planning work in the development and maintenance of an effective city planning program.

ESSENTIAL REQUIREMENTS OF THE WORK: Must be progressively acquiring the concepts of city planning, architecture, civil engineering or closely related field, through continued training and experience; some knowledge of the techniques, purposes and administration of city planning; some knowledge of statistical methods and procedures; some knowledge of drafting techniques; skill in map reading; skill in the accurate use of drafting instruments; ability to collect, analyze, interpret and present data; ability to conduct and complete research projects; ability to make written and oral reports and proposals; ability to create designs with respect to site and land planning; ability to understand and carry out written and oral instructions; ability to establish and maintain effective working relationships with 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.

NOTE: THIS EXAMINATION ANNOUNCEMENT AUTOMATICALLY CANCELS EXAMINATION NO. 11803 ISSUED 06-04-07.

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