

ISSUE DATE: 01-28-08
VOID AFTER: OPEN CONTINUOUS

ANNOUNCEMENT NO. 12117

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

AS AMENDED:
04-14-08

4485 - FIELD AUDITOR

*SALARY: MOBILE COUNTY

<u>JURISDICTION</u>	<u>*S A L A R Y</u>	
	<u>MONTHLY RATE</u>	<u>YEARLY RATE</u>
01 - MOBILE COUNTY	\$2,981 - \$4,765	\$35,774 - \$57,190
02 - CITY OF MOBILE	\$2,445 - \$3,793	\$29,340 - \$45,516

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: Attainment of a minimum of a bachelor's degree from a recognized college or university in accounting or business administration and a minimum of one year's responsible accounting and auditing experience, preferably in local government; or a combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENT: Possession of a valid driver's license from state of residence.

KIND OF WORK: This is responsible, professional auditing work in auditing records of business firms for taxation purposes.

ESSENTIAL REQUIREMENTS OF THE WORK: Good knowledge of common business practices relating to financial record keeping; good knowledge of the principles and practices of general accounting; ability to interpret and explain legal requirements, rules, regulations and procedures; ability to ascertain facts by checking accounting records, books and reports and by personal contact and observation; ability to prepare concise and comprehensive reports of fiscal examination and transactions; ability to establish and maintain effective working relationships with the public.

RESIDENCE REQUIREMENTS: Applicants must reside in Mobile County. In addition, 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. 11881 ISSUED 07-16-07.

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