

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

AS AMENDED:
06-23-08

1700 - SECRETARY I

- *SALARY: CITY OF SARALAND
- *SALARY: MOBILE COUNTY
- *SALARY: MOBILE COUNTY PERSONNEL BOARD
- *SALARY: MOBILE WATER SERVICE SYSTEM
- *SALARY: CITY OF MOBILE
- *SALARY: MOBILE PUBLIC LIBRARY

| JURISDICTION | *S A L A R Y | |
|------------------------------------|-------------------|---------------------|
| | MONTHLY RATE | YEARLY RATE |
| 01 - MOBILE COUNTY | \$2,109 - \$3,372 | \$25,318 - \$40,475 |
| 02 - CITY OF MOBILE | \$2,109 - \$3,372 | \$25,318 - \$40,475 |
| 03 - CITY OF PRICHARD | \$1,501 - \$2,328 | \$18,012 - \$27,936 |
| 05 - CITY OF SARALAND | \$2,220 - \$3,550 | \$26,650 - \$42,605 |
| 11 - MOBILE WATER SERVICE SYSTEM | \$2,331 - \$3,727 | \$27,983 - \$44,735 |
| 12 - MOBILE COUNTY HEALTH DEPT | \$2,109 - \$3,372 | \$25,318 - \$40,475 |
| 13 - MOBILE HOUSING BOARD | \$2,220 - \$3,550 | \$26,650 - \$42,605 |
| 14 - MOBILE CO EMER MGMNT AGENCY | \$2,220 - \$3,550 | \$26,650 - \$42,605 |
| 15 - MOBILE COUNTY PERSONNEL BOARD | \$2,109 - \$3,372 | \$25,318 - \$40,475 |
| 16 - PRICHARD WATER WORKS & SWR BD | \$2,220 - \$3,550 | \$26,650 - \$42,605 |
| 20 - MOBILE PUBLIC LIBRARY | \$2,109 - \$3,372 | \$25,318 - \$40,475 |

EXAMINATION: The examination will consist of two sections: (1) a written test counting 50% of the final grade, and (2) a rating counting 50% in which 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. Applicants must score at least 70% on these two sections of the examination in order to be eligible for a place on the employment register.

DATE OF EXAMINATION: Applicants will be individually notified when and where to report for examination.

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from a standard senior high school including or supplemented by courses in typing and general office procedures and a minimum of one (1) year's responsible office clerical 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 type a minimum of 35 words per minute prior to submitting an application.

KIND OF WORK: This is secretarial and complex clerical work.

ESSENTIAL REQUIREMENTS OF THE WORK: Good knowledge of business English, spelling, arithmetic, punctuation, filing and grammar; good knowledge of modern office procedures and practices; ability to accurately type 35 words per minute from copy, rough draft and other sources; ability to transcribe minutes of meetings and recorded dictation; ability to establish and maintain effective working relationships with other employees, department heads, 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. 11916 ISSUED 08-13-07.

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