

ISSUE DATE: 02-25-08
VOID AFTER: OPEN CONTINUOUS

ANNOUNCEMENT NO. 12153

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

AS AMENDED:
06-23-08

1750 - SECRETARY II

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

JURISDICTION	*S A L A R Y	
	MONTHLY RATE	YEARLY RATE
01 - MOBILE COUNTY	\$2,216 - \$3,543	\$26,600 - \$42,524
02 - CITY OF MOBILE	\$2,216 - \$3,543	\$26,600 - \$42,524
03 - CITY OF PRICHARD	\$1,655 - \$2,567	\$19,860 - \$30,804
05 - CITY OF SARALAND	\$2,333 - \$3,730	\$28,000 - \$44,762
11 - MOBILE WATER SERVICE SYSTEM	\$2,450 - \$3,916	\$29,400 - \$47,000
12 - MOBILE COUNTY HEALTH DEPT	\$2,216 - \$3,543	\$26,600 - \$42,524
13 - MOBILE HOUSING BOARD	\$2,333 - \$3,730	\$28,000 - \$44,762
14 - MOBILE CO EMER MGMNT AGENCY	\$2,333 - \$3,730	\$28,000 - \$44,762
15 - MOBILE COUNTY PERSONNEL BOARD	\$2,216 - \$3,543	\$26,600 - \$42,524
16 - PRICHARD WATER WORKS & SWR BD	\$2,333 - \$3,730	\$28,000 - \$44,762
20 - MOBILE PUBLIC LIBRARY	\$2,216 - \$3,543	\$26,600 - \$42,524

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 supplemented by courses in typing and general office procedures and a minimum of three years' experience at the level of a Secretary I; 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 50 words per minute prior to submitting an application.

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

ESSENTIAL REQUIREMENTS OF THE WORK: Thorough knowledge of business English, spelling, arithmetic, punctuation, filing and grammar; thorough knowledge of modern office procedures and practices;

ability to accurately type 50 words per minute; ability to take and transcribe minutes of meetings and recorded dictation; ability to supervise the work of others; ability to deal with the public and other employees courteously and tactfully; ability to establish and maintain effective working relationships with department heads, other employees, and the general 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. 11917 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