

ISSUE DATE: 05-27-08
VOID AFTER: OPEN CONTINUOUS

ANNOUNCEMENT NO. 12298

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

4100 - FISCAL CLERK II
(MOBILE PUBLIC LIBRARY)(PART-TIME)

JURISDICTIONS	S A L A R Y	
	MONTHLY RATE	YEARLY RATE
20 - MOBILE PUBLIC LIBRARY	\$1,655 - \$2,567	\$19,860 - \$30,804
	\$9.55 - \$14.81 HOURLY RATE	

EXAMINATION: The examination will consist of two sections: (1) A written test counting 50% of 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 each section 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 with course work in bookkeeping, accounting, typing and general office procedures and a minimum of three years' clerical bookkeeping experience at the level of Fiscal Clerk I; or a combination of education and experience equivalent to these requirements.

KIND OF WORK: This is difficult clerical work involving the application of bookkeeping principles to the maintenance of financial accounts and records.

ESSENTIAL REQUIREMENTS OF THE WORK: Good knowledge of clerical-accounting practices; good knowledge of office terminology, procedures and equipment and of business arithmetic and English; ability to maintain complex financial records and to prepare reports and statements; ability to make arithmetical computations quickly and accurately; ability to understand and follow complex oral and written instructions; ability to explain complex situations clearly and concisely; ability to operate modern office equipment; ability to deal courteously and tactfully with the public; ability to deal with complaints without antagonizing clients; ability to write legibly.

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