



**State of Alabama Personnel Department**  
64 North Union Street  
Montgomery, AL 36130-4100  
**Phone:** (334) 242-3389    **Fax:** (334) 242-1110  
[www.personnel.alabama.gov](http://www.personnel.alabama.gov)  
Continuous Announcement

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## CLERICAL AIDE – 10103

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**Salary:** \$18,614.40 - \$21,926.40  
**Announcement Date:** September 1, 2007  
**Revised Date:** September 14, 2022

### JOB INFORMATION

This is a temporary job in the State service. Employees in this class perform office work which consists of routine clerical stenographic and typing duties and which follows well-established procedures that can be readily learned on the job. Vacancies are filled by direct appointment by various departments across the state. No examination is required. No employment register is maintained. Applicants meeting the qualifications listed below must apply directly to the department for which they wish to work or to the State Personnel Department to be placed on the direct appointment list for Clerical Aide.

### MINIMUM REQUIREMENT(S)

- Completion of 10th grade and proof of enrollment in high school

OR

- Graduation from high school or GED certification

### EXAMINATION

- No examination is required.

### HOW TO APPLY

- Complete an Application for Examination Form available at [www.personnel.alabama.gov](http://www.personnel.alabama.gov), the above address, or any Alabama Career Center Office.
- Application for this class must be submitted directly to the State department where you wish to work OR online, by mail, or by fax to the State Personnel Department.
- Applications will be accepted until further notice. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

\*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

**Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.**

### **State of Alabama Personnel Department**

#### **Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees**

1. Specific college coursework required for a job classification, as well as bachelor's, graduate, post graduate, and doctoral degrees will be accepted from schools accredited by the Distance Education Accrediting Commission (DEAC) or any of the six regional accreditation associations in the United States listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may be accepted if a ***regionally accredited school***\* considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). ***This must be documented by a letter of acceptance from the regionally accredited school.*** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

\*The term "regionally accredited school" refers to an institution of higher education accredited by one of the six regional accreditation associations listed above.