



Sample of State Jobs Requiring:

A Bachelor's Degree
in Any Major
&
No Experience

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.alabama.gov

Continuous Announcement

RETIREMENT COUNSELOR - 10875

Salary: \$33,921.60 - \$51,400.80

Announcement Date: February 16, 2011

Revised Date: February 10, 2021

JOB INFORMATION

The Retirement Counselor is a permanent, full-time position with the Retirement Systems of Alabama. Positions are located in Montgomery. This is professional and technical work calculating service purchases, retirement estimates, and retirement benefits.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited* four-year college or university with a degree in any major.

ADDITIONAL REQUIREMENTS

- Overnight Travel
- Valid Alabama driver license at time of appointment
- Applicants **must** submit an **official** college transcript for each accredited* postsecondary academic institution attended. Original transcripts issued to students will be accepted. Photocopies of transcripts and faxed transcripts will be accepted. Information obtained from the internet will NOT be accepted. You may request to have your school, or a third-party transcript service send your transcript directly to the State Personnel Department at transcripts@personnel.alabama.gov. This email address is only for educational correspondence. Any emails sent to this address by an applicant will be discarded. Official transcripts which have been submitted for any state job after January 2, 2012, will remain on file in our system and will not need to be resubmitted. You may call to verify.

EXAMINATION

- **Open-Competitive** to all applicants.
- A **Written Multiple Choice Exam** will comprise 100% of the final score for the open-competitive register.
- The How to Prepare Guide for this examination is available on our website listed above. Please contact State Personnel if you wish to have a guide mailed to you.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, or by fax. *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.

Revised

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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.

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Continuous Announcement

EMPLOYMENT SECURITY REPRESENTATIVE – 11408

Salary: \$33,081.60 - \$50,174.40
Announcement Date: July 25, 2012
Revised Date: June 17, 2020

JOB INFORMATION

The Employment Security Representative is a permanent, full-time position with the Department of Labor. Positions are located throughout the state. This is technical employment security work at the entry level involving interviewing, assessing, and referring applicants to jobs and training, including applicants that meet local veterans' employment program criteria; processing unemployment compensation claims; auditing and adjusting employers' accounts; or determining employer tax rates.

MINIMUM REQUIREMENT

- Bachelor's degree in any area of college study from an accredited* four-year college or university

NOTES

- Some positions in this classification are required to work in a **call center**. Please see the reverse side of this announcement for a Willingness Questionnaire regarding work in a call center environment. In order to be considered (**selectively certified**) for one of these positions, this questionnaire **MUST be completed and attached to the application**.
- Some positions in this classification are required to interact only with **veterans**. The provisions of the Jobs for Veterans Act (Public Law 107-288), codified under Title 38 USC, indicate that for these positions, preference must be given to qualified veterans in the following order of priority: qualified service-connected disabled veterans and qualified eligible veterans. In order to be considered (**selectively certified**) for one of these positions, applicants **MUST complete the veteran's preference section on the Application for Examination form and include the required documentation**.

ADDITIONAL REQUIREMENT

- Applicants **must** submit an **official** college transcript for each accredited* postsecondary academic institution attended. Original transcripts issued to students will be accepted. Photocopies of transcripts and faxed transcripts will be accepted. Information obtained from the internet will NOT be accepted. You may request to have your school, or a third-party transcript service send your transcript directly to the State Personnel Department at transcripts@personnel.alabama.gov. This email address is only for educational correspondence. Any emails sent to this address by an applicant will be discarded. Official transcripts which have been submitted for any state job after January 2, 2012, will remain on file in our system and will not need to be resubmitted. You may call to verify.

EXAMINATION

- **Open-Competitive** to all applicants
- A **Written, Multiple-Choice Exam** will comprise 100% of the final score for the open-competitive register.
- The How to Prepare guide for this examination is available on our web site listed above. Please contact State Personnel if you wish to have a guide mailed to you.

HOW TO APPLY

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Revised

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**UNEMPLOYMENT COMPENSATION CALL CENTER OPERATIONS
WILLINGNESS QUESTIONNAIRE**

Some Employment Security Representative (11408) positions are located in an Unemployment Compensation Call Center. Persons in these positions are responsible for taking telephone calls to assist eligible individuals in receiving unemployment compensation benefits. In order to be considered (selectively certified) for one of these positions, applicants must complete the questionnaire shown below **and attach it to their applications**. Applicants who are not willing to work in this type of environment are not required to complete this questionnaire. These applicants may still be considered for vacant Employment Security Representative positions in other divisions, including those positions located in Career Centers and in a central office located in Montgomery.

Are You Willing To:

YES NO

- work in a busy, potentially stressful, and structured call center environment
- work in an environment where arrival, break, and departure times are computer monitored
- work overtime
- work holidays when required
- wear a headset for extended periods of time during the workday (i.e., for up to eight hours or more a day)
- sit and remain stationary while remaining alert for extended periods of time
- enter data into a computer for extended periods of time
- work in an environment that prohibits personal electronic devices such as cell phones, iPods, and electronic reading devices
- work in an environment where telephone calls and emails may be monitored and/or recorded
- work an assigned shift that may start as early as 7:00 a.m. or end as late as 5:30 p.m.
- calmly handle phone calls which may involve aggressive or hostile individuals without retaliating verbally

Print your name

Signature

Social Security Number

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PUBLIC HEALTH ENVIRONMENTALIST – 20652

Salary: \$33,921.60 - \$59,556.00
Announcement Date: June 18, 2008
Revised Date: October 2, 2019

JOB INFORMATION

The Public Health Environmentalist is a permanent, full-time position with the Alabama Department of Public Health (www.adph.org). Positions are located throughout the state. This is entry level professional work in a general or specific field of environmental health such as on-site sewage, food protection, lodging, solid waste, or vector control.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited* four-year college or university with a minimum of 30 quarter hours or 20 semester hours of course work in biology, chemistry, environmental science, mathematics, or physical science.

ADDITIONAL REQUIREMENT

- College Seniors in their last quarter or semester of college may apply and be placed on the employment register but cannot be certified for appointment until they receive their degree.
- Applicants must submit an **official** college transcript for each accredited* postsecondary academic institution attended. Original transcripts issued to students will be accepted. Photocopies of transcripts and faxed transcripts will be accepted. Information obtained from the internet will NOT be accepted. You may request to have your school, or a third-party transcript service send your transcript directly to the State Personnel Department at transcripts@personnel.alabama.gov. This email address is only for educational correspondence. Any emails sent to this address by an applicant will be discarded. Official transcripts which have been submitted for any state job after January 2, 2012, will remain on file in our system and will not need to be resubmitted. You may call to verify.

NOTES

- Employees appointed to this class must successfully complete the training program for environmentalists conducted by the Alabama Department of Public Health before being granted permanent status.
- **The Alabama Department of Public Health requires documentation verifying possession of the degree prior to employment.**

EXAMINATION

- **Open-Competitive** to all applicants.
- **Written Multiple Choice Exam.**
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Continuous Announcement

PLANNING AND ECONOMIC DEVELOPMENT SPECIALIST I – 21231

Salary: \$33,081.60 - \$50,174.40

Announcement Date: December 4, 2013

Revised Date: October 2, 2019

JOB INFORMATION

The Planning and Economic Development Specialist I is a permanent, full-time position used by various agencies throughout the state. Positions are in various locations throughout the state. This is professional work in support of local, regional, or statewide planning or related evaluation, monitoring, review, and implementation activities for state and federal planning and economic development programs.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited* four-year college or university.

NOTE

- Applicants may apply for this position during their last semester of college; however, applicants will be required to submit documentation verifying completion of the Bachelor's degree to the hiring agency prior to beginning work.

EXAMINATION

- **Open-Competitive** to all applicants.
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Continuous Announcement

CULTURAL RESOURCES ASSISTANT – 30405

Salary: \$25,207.20 - \$37,389.60
Announcement Date: October 7, 2015
Revised Date: October 2, 2019

JOB INFORMATION

The Cultural Resources Assistant is a permanent, full-time position with the Alabama Department of Archives and History. Positions are located in Montgomery, Alabama. This is para-professional work in all aspects of archives and museum work including conducting historical research, performing visitor services, and assisting archivists and curators.

MINIMUM REQUIREMENT

- Completion of two years (60 semester or 90 quarter hours) from an accredited * college or university

EXAMINATION

- **Open-Competitive** to all applicants
- An Evaluation of **Training and Experience** as shown on the application will comprise 100% of the final score for the open-competitive register.

HOW TO APPLY

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Continuous Announcement

DISEASE INTERVENTION SPECIALIST – 40641

Salary: \$33,081.60 - \$56,726.40
Announcement Date: June 17, 2015
Revised Date: October 2, 2019

JOB INFORMATION

The Disease Intervention Specialist is a permanent, full-time position with the Alabama Department of Public Health (www.adph.org). Positions are located throughout the state. This is field investigative work in an epidemiological program of prevention and control of communicable diseases, chronic diseases, or a closely related field. Employees in this class acquire and investigate information of a confidential nature in the prevention and control of communicable diseases.

MINIMUM REQUIREMENT

- Bachelor's degree from an accredited* four-year college or university in any major.

ADDITIONAL REQUIREMENT

- On the reverse side of this announcement is a willingness questionnaire. These questions are tasks in which a Disease Intervention Specialist may be asked to perform. Carefully read each question, then check yes or no as to your willingness to perform the task. If you answer no to any questions, you may wish to reconsider applying for Disease Intervention Specialist. Attach the completed questionnaire to your application and return it to the State Personnel Department. **Applications without the willingness questionnaire attached will not be accepted.**

EXAMINATION

- **Open-Competitive** to all applicants.
- **Written Multiple Choice Exam.**
- The How to Prepare Guide for this examination is available on our website listed above. Please contact State Personnel if you wish to have a guide mailed to you.

HOW TO APPLY

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WILLINGNESS QUESTIONNAIRE FOR DISEASE INTERVENTION SPECIALIST (40641)

Are you willing and able to:

1. Work in other areas of the state for extended periods of time during disease outbreaks? Yes No
2. Work with persons who are homosexual? Yes No
3. Work with persons who are prostitutes? Yes No
4. Work with persons who have HIV infection (AIDS Virus)? Yes No
5. Discuss the transmission, symptoms, and effects of sexually transmitted diseases with persons of the same or opposite sex? Yes No
6. Work with persons who are substance abusers? (alcohol and drugs) Yes No
7. Work alone in low income housing projects? Yes No
8. Work nights and weekends? Yes No
9. Be trained to perform venipuncture (blood drawing)? Yes No
10. Perform venipuncture on persons who may have a sexually transmitted disease or tuberculosis? Yes No
11. Transport patients with a sexually transmitted disease or tuberculosis in your personal vehicle? Yes No
12. Maintain strict confidentiality of all epidemiologic/medical information to which you have access? Yes No
13. Take verbal abuse from patients or third parties without retaliating physically or verbally? Yes No
14. Work in jail/prison settings? Yes No
15. Perform laboratory/diagnostic tests such as RPR serologic tests and darkfield microscopic exams for syphilis?
Yes No
16. Go alone to a confirmed or suspected "crack house"? Yes No
17. Visit patients who are in medical isolation where you must wear a protective mask? Yes No
18. Be in the same room with a patient who has tuberculosis which may be drug resistant? Yes No
19. Be trained to perform skin tests? Yes No
20. Be trained to collect sputum specimens for laboratory testing? Yes No
21. Work with persons who may have pertussis (whooping cough), measles, or other vaccine preventable diseases?
Yes No

Signature: _____ Social Security Number: _____

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Continuous Announcement

SOCIAL SERVICE CASEWORKER I - 50246

Salary: \$33,921.60 - \$51,400.80
Announcement Date: April 15, 2009
Revised Date: October 2, 2019

JOB INFORMATION

The Social Service Caseworker I is a permanent, full-time position used by various agencies throughout the state. This is service social work developing social service plans for select caseloads; investigating abuse and neglect cases; providing crisis intervention; assessing need and delivery of services; arranging for clinical services and/or planning for nursing home care; determining financial eligibility of day care and homemaker schedules; recruiting applicants for foster care and residential day care providers; speaking to the general public and groups; and preparing court reports and testifying in court.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited* college or university in a social science.

OR

- Bachelor's degree from an accredited* college or university with a degree in any major **and** at least 30 semester or 45 quarter hours in social or behavioral science courses. **Please submit a college transcript or a list of social or behavioral science courses and hours completed with application.**

ADDITIONAL REQUIREMENTS

- If you would like for your education to be considered, you **must** submit an **official** college transcript for each accredited* postsecondary academic institution attended. Original transcripts issued to students will be accepted. Photocopies of transcripts and faxed transcripts will be accepted. Information obtained from the internet will NOT be accepted. You may request to have your school, or a third-party transcript service send your transcript directly to the State Personnel Department at transcripts@personnel.alabama.gov. This email address is only for educational correspondence. Any emails sent to this address by an applicant will be discarded. Official transcripts which have been submitted for any state job after January 2, 2012, will remain on file in our system and will not need to be resubmitted. You may call to verify.
- On the reverse side of this announcement is a willingness questionnaire. These questions are tasks in which a Social Service Caseworker I may be asked to perform. Carefully read each question, then check yes or no as to your willingness to perform the task. If you answer no to any questions, you may wish to reconsider applying for Social Service Caseworker I. Attach the completed questionnaire to your application and return it to the State Personnel Department. **Applications without the willingness questionnaire attached will not be accepted.**
- **Applicants must have available, suitable transportation for use on the job.**
- **Per Alabama Act Number 2000-775, beginning November 1, 2000, persons who apply for child welfare jobs will be subjected to a criminal background investigation prior to employment with the Department of Human Resources.**

NOTE

- Applicants may apply for this position during their last semester of college; however, applicants will be required to submit documentation verifying completion of the Bachelor's degree to the hiring agency prior to beginning work.

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WILLINGNESS QUESTIONNAIRE FOR SOCIAL SERVICE CASEWORKER I (50246)

Are you willing and able to:

1. Work in situations where children or adults are deprived of basic living needs (i.e., food, shelter, education, medical services, clothing etc.)? Yes No
2. Remove children from current living situations for placement in foster care against the wishes of the parents or legal guardians? Yes No
3. View graphic physical abuse of children or adults? Yes No
4. Work in high crime areas, sometimes alone? Yes No
5. Use your personal vehicle to transport clients, children, supplies, or conduct visits? Yes No
6. Work with persons who are substance abusers? (alcohol and drugs) Yes No
7. Work in low income housing projects sometimes alone? Yes No
8. Occasionally work nights and weekends? Yes No
9. Take verbal abuse without retaliating physically or verbally? Yes No
10. Visually observe children, clients, or adults for physical signs of deprivation (ie clothing, hygiene, extreme weight loss, etc)? Yes No
11. Handle large case loads? Yes No
12. Maintain strict confidentiality of all information to which you have access? Yes No
13. Serve as a witness in court proceedings? Yes No
14. Maintain very detailed case notes? Yes No
15. Work in highly emotional situations and maintain composure? Yes No
16. Handle a large volume of paperwork? Yes No
17. Handle the pressure of meeting deadlines? Yes No

Signature: _____ Social Security Number: _____

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Fax: (334) 242-1110
www.personnel.alabama.gov

Continuous Announcement

FINANCIAL SUPPORT WORKER I – 50247

Salary: \$31,468.80 - \$47,805.60
Announcement Date: March 17, 2010
Revised Date: October 2, 2019

JOB INFORMATION

The Financial Support Worker I is a permanent, full-time position with the Department of Human Resources. Positions are located throughout the state. This is entry-level to advanced social work in the public assistance, food stamp, child support, or work and training services programs. Employees in this class review and determine initial and continuing client eligibility for public assistance, food stamp, child support services, work and training services, or medical assistance benefits determination and entitlements.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited* four-year college or university in any major

NOTES

- Applicants may apply for this position during their last semester of college; however, applicants will be required to submit documentation verifying completion of the Bachelor's degree to the hiring agency prior to beginning work.
- Applicants may use a small calculator that performs basic functions during the examination.

EXAMINATION

- **Open-Competitive** to all applicants.
- A **Written Multiple Choice Exam** will comprise 100% of the final score for the open-competitive register.
- The **Written Multiple Choice Exam** will measure the applicant's knowledge of the English language to include grammar, spelling, punctuation, and sentence structure; ability to read and comprehend written materials such as correspondence, memorandums, and policies and procedures manuals; ability to add, subtract, multiply, and divide; ability to file documents; and the ability to plan/organize work to include scheduling appointments and tasks.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, or by fax. *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.

Revised

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.

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Continuous Announcement

DISABILITY SPECIALIST, TRAINEE – 50401

Salary: \$35,618.40 - \$56,726.40
Announcement Date: April 6, 2005
Revised Date: October 2, 2019

JOB INFORMATION

The Disability Specialist, Trainee is a permanent, full-time position with the Department of Education, Disability Determination Service. Positions are located in Birmingham and Mobile. Employees are responsible for determining an individual's eligibility for disability benefits under Title II and Title XVI of the Social Security Act.

MINIMUM REQUIREMENT

- Bachelor's degree from an accredited* four-year college or university in any major.

ADDITIONAL REQUIREMENT

- Individuals selected for positions with the State Department of Education's Disability Determination Service (DDS) will go through a complete federal background investigation. A suitability determination by the Social Security Administration is necessary to determine whether an employee can be issued credentials in order to have access to Social Security disability data, records, and systems.

NOTE

- If your application states you have a college degree, the Alabama Department of Education requires documentation verifying possession of the degree prior to employment.

EXAMINATION

- **Open-Competitive** to all applicants
- **Written Multiple Choice Exam**
- The How to Prepare Guide for this examination is available on our website listed above. Please contact State Personnel if you wish to have a guide mailed to you.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, or by fax. *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.

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Revised

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State of Alabama Personnel Department

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

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- 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.

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Continuous Announcement

PROBATION AND PAROLE OFFICER, TRAINEE - 60899

Salary: \$37,389.60 - \$56,726.40
Announcement Date: November 4, 2020

JOB INFORMATION

The Probation and Parole Officer, Trainee is a permanent, full-time position with the Bureau of Pardons and Paroles. Positions are located across the state. This is specialized probation and parole work as a trainee that consists of formal on-the-job training of the policies and procedures associated with the supervision and rehabilitation of supervised adult offenders.

MINIMUM REQUIREMENT

- Applicants must possess a high school diploma or GED certificate.
- Applicants must be 21 years of age or older.
- Applicants must provide **one** of the following with their applications: (1) valid certification of having passed the **Basic Ability Test (BAT)** for Law Enforcement Officers (also called **ACT WorkKeys**) as required by APOSTC **OR** (2) proof of possession of an Associate's degree or higher from an accredited* college or university (copy of diploma or transcript) **OR** (3) APOSTC certification number and issue date in the Professional License or Certificate section on their applications. (APOSTC Correctional Officers are not eligible for this exemption from the BAT). **Applications without the required documentation will not be accepted.** For additional information, see the back of this announcement.

ADDITIONAL REQUIREMENTS

Applicants must meet all of the following special requirements to be hired by the appointing agency:

- Applicants must be a U.S. Citizen at the time of appointment.
- Applicants must possess a valid driver license at the time of appointment.
- Applicants must successfully complete a background investigation.
- Applicants must meet the minimum standards of the Alabama Peace Officers' Standards and Training Act during their probationary period, which includes the following physical components:
 - An obstacle course in 90 seconds where applicants push a vehicle 15 feet, climb a 6-foot wall or chain link fence, crawl through a small window, walk a balance beam, and drag a 165-pound dummy 15 feet;
 - At least 22 push-ups in 60 seconds;
 - At least 25 sit-ups in 60 seconds;
 - A 1.5 mile run in 15 minutes and 28 seconds.

(Applicants should indicate if they are currently APOSTC certified in the Professional License or Certificate section on their applications. Please include the certification number and issue date in the space provided.)

EXAMINATION

- **Open-Competitive** to all applicants
- An evaluation of **Training and Experience** as shown on the application will comprise 100% of the final score for the open-competitive register.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. *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.

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Basic Abilities Test (BAT)

Effective July 1, 2017, APOSTC adopted the ACT WorkKeys Assessment as the official Basic Ability Test (BAT) for all applicants for Law Enforcement Officer employment and certification. The ACT WorkKeys Assessment/BAT is currently offered at all of Alabama's community colleges in the Workforce Development Program. Administration schedules and guidelines vary by location so applicants should contact their preferred community college to get details regarding test administration. A list of community colleges and contact information is included on the APOSTC website listed below.

Applicants must submit a copy of their BAT results with their applications in order to be placed on the register. There are two exceptions for applicants who are not required to take the BAT: (1) Applicants who possess an Associate's degree or higher, and (2) Applicants who are already APOSTC certified (This includes applicants who are required to complete the Refresher training for reinstatement of his/her certification). Applicants with an Associate's degree or higher must submit a copy of their diploma or transcript; if you do not submit proof of your degree, your application will not be accepted. For applicants who are APOSTC certified, you must include your APOSTC certification number and issue date in the Professional License or Certificate section on your application.

Frequently Asked Questions

- **What is the BAT?** BAT stands for Basic Ability Test. APOSTC has adopted the ACT WorkKeys Assessment as the official Basic Ability Test (BAT) for all applicants for Law Enforcement Officer employment and certification.
- **What sections comprise the test?** The BAT is comprised of three skill areas: 1) Applied Math, 2) Graphic Literacy, and 3) Workplace Documents (understanding memos, notices, policies, and other written text). No prior knowledge of law or law enforcement is needed to answer the questions. A prep course called Police Exam 3Rs is available online for law enforcement reading, writing, and math. (This study material is not developed or endorsed by the Alabama Bureau of Pardons and Paroles or SPD; it is only a suggestion of study material available online and does not guarantee success on the exam.)
- **Where can I take the BAT?** Individuals who do not possess a valid ACT WorkKeys Assessment/BAT may test at any Alabama community college within the State. Applicants should contact their preferred community college for scheduling and other related information.
- **When should I take the BAT?** You must successfully complete the BAT before you can be placed on the register for Probation and Parole Officer, Trainee. Applicants must attach a copy of their BAT results to their applications in order to be placed on the register.
- **When will I know my score?** The community college will provide you with a copy of your BAT results, and you should attach a copy of the results to your application.
- **How much does the BAT cost?** The standard fee to take the BAT at all Alabama community colleges is currently \$45 (\$15/section). The fee is payable to the community college and is required prior to testing.
- **What if I do not pass a section of the BAT?** Should you fail any section of the three-segment test, you will be allowed to re-take only that segment of the test for an additional fee of \$15 per segment.

For additional information, go to the APOSTC website: www.apostc.state.al.us, and click on "ACT WorkKeys Assessment Adopted as Basic Ability Test (BAT)."

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Continuous Announcement

PROBATION AND PAROLE OFFICER - 60901

Salary: \$41,277.60 - \$62,529.60

Announcement Date: September 19, 2018

Revised Date: October 2, 2019

JOB INFORMATION

The Probation and Parole Officer is a permanent, full-time position with the Board of Pardons and Paroles. Positions are located throughout the state. This is specialized case work in supervising adult offenders in an assigned district. Work includes conducting pre-parole investigations for a parole board and pre-sentence investigations for courts with probationary power.

MINIMUM REQUIREMENT

- Current, permanent status as a Probation and Parole Officer, Trainee (60899)

ADDITIONAL REQUIREMENT

- Possession of Alabama Peace Officer's Standards of Training Act (APOST) Certification.

EXAMINATION

- **Promotional** to current state employees in the job classification listed above
- An Evaluation of **Training and Experience** as shown on the application will comprise 95% of the applicant's final score for the promotional register, with the remaining 5% being based on the average of the applicant's service ratings for the last three years.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, or by fax. *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.

Veteran's credits are NOT allowed on promotional examinations.

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Revised

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State of Alabama Personnel Department

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

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Continuous Announcement

PROBATION AND PAROLE SPECIALIST – 60932

Salary: \$33,921.60 - \$51,400.80
Announcement Date: October 26, 2011
Revised Date: March 4, 2020

JOB INFORMATION

The Probation and Parole Specialist is a permanent, full-time position with the Alabama Board of Pardons and Paroles. Positions are located throughout the state. This is administrative work in preparing investigations to include pre-sentence and post-sentence investigation reports as required by the Department.

MINIMUM REQUIREMENT

- Bachelor's degree from an accredited* four-year college or university

NOTE

- On the reverse side of this announcement is a required questionnaire. If you check **No** for any statement, you may wish to reconsider applying for this position. Attach the completed questionnaire to your application and return it to State Personnel. Applications without the questionnaire attached **will not** be accepted.

EXAMINATION

- **Open-Competitive** to all applicants
- A **Written Multiple Choice Exam** will comprise 100% of the final score for the open-competitive register.
- The How to Prepare Guide for this examination is available on our web site listed above. Please contact State Personnel if you wish to have a guide mailed to you.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
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Revised

Probation & Parole Specialist Questionnaire

Are you willing and able to:	YES	NO
1. Verify you do not have or have never had a conviction for a felony or misdemeanor involving force, violence, or moral turpitude?	_____	_____
2. Verify you obtained an honorable discharge, if you served in the United States Armed Forces?	_____	_____
3. Receive training and use computer automated systems for investigations?	_____	_____
4. Furnish your own automobile for use on the job, if required? (Mileage will be reimbursed)	_____	_____
5. Consistently work under pressure in order to meet multiple deadlines involving investigations ordered by the courts or Parole Board?	_____	_____
6. Maintain strict confidentiality of all offenders' medical information to which you have access?	_____	_____
7. Work with persons who live alternative lifestyles?	_____	_____
8. Work with persons who have been convicted of a wide range of criminal felonies?	_____	_____
9. Work with persons who may have the HIV infection (AIDS Virus)?	_____	_____
10. Work with persons who are chemical substance abusers?	_____	_____
11. Accept verbal abuse from offenders or third parties without retaliating physically or verbally?	_____	_____
12. Work in jail/prison settings?	_____	_____
13. Collect urine specimens for drug testing in restrooms in accordance with proper procedure?	_____	_____

Signature

Print your name

Last four number of SSAN



STATE OF ALABAMA

PERSONNEL DEPARTMENT

300 Folsom Administrative Building
Montgomery, Alabama 36130-4100

Telephone: (334) 242-3389 Fax: (334) 242-1110

www.personnel.alabama.gov



Jackie Graham
State Personnel Director
Alice Ann Byrne
Deputy Director

MEMORANDUM

TO: Persons Interested in Continuous Announcements

FR: State Personnel Director

SUBJECT: Weekday Testing For:

Effective immediately the State Personnel Department will administer the written test for the below job classifications each month on a selected Friday as follows:

<u>Second Friday of the Month</u>		<u>Fourth Friday of the Month</u>	
ASA I	10196	Account Clerk	10601
ASA II	10197	ES Representative	11408
ASA III	10198	Engineering Assistant I	20111
Retirement Counselor	10875	PEDS I	21231
Health Services Administrator I	40761	Financial Support Worker	50247
Driver License Examiner I	60410	Classification Specialist	50340

Individuals wishing to take the written test on a Friday must call the State Personnel Department at **334-353-3492** to received instructions about the testing schedule. Candidates must have an accepted application on file prior to making a reservation.

TEST CENTER SPACE FOR FRIDAY TESTING IS LIMITED SO APPLICANTS WILL BE SCHEDULED ON A FIRST CALL/FIRST SERVE BASIS. WE WILL STOP TAKING RESERVATIONS WHEN SEATING CAPACITY IS MET OR BY 10:00 A.M. SEVEN WORKING DAYS PRIOR TO TEST DATE. CANDIDATES WILL BE SENT A CARD BY MAIL AND MUST PRESENT THIS NOTIFICATION CARD AND A PICTURE IDENTIFICATION TO BE ADMITTED TO THE TEST.

Friday tests will be conducted ONLY at the State Personnel Department Testing Center located at the following address:

State Personnel Test Facility
60 Commerce Street
4th Floor
Montgomery AL 36104

***NOTE:** Friday testing will be offered in addition to the regular statewide testing conducted throughout the year for these job classifications on Saturdays.



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