



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
 State Superintendent of Education

Alabama
 State Board
 of Education

**ANNOUNCEMENT OF INTENT TO FILL A POSITION
 AN EQUAL OPPORTUNITY EMPLOYER**
Approved for Internal and External Consideration

Governor Kay Ivey
 President

POSITION TITLE: Administrative Support Assistant (ASA) III - Section Secretary
POSITION CODE: 10198
SALARY RANGE: \$27,129.60 - \$45,532.80
POSITION LOCATION: Educational Technology Section
 Gordon Persons Building, Montgomery
OPEN DATE: August 27, 2020
CLOSE DATE: September 10, 2020, close of business

Jackie Zeigler
 District I
 Vice President

Tracie West
 District II

Stephanie Bell
 District III

The Educational Technology Section intends to fill one (1) Administrative Support Assistant III (ASA III-10198) position. This position will serve as ASA to the Educational Technology Section's Coordinator, Administrators, and Education Specialists in the section.

Yvette M. Richardson, Ed.D.
 District IV
 President Pro Tem

Duties will include, but not limited to:

Tommie T. Stewart, Ph.D.
 District V

Cynthia McCarty, Ph.D.
 District VI

Jeff Newman
 District VII

Wayne Reynolds, Ed.D.
 District VIII

Eric G. Mackey, Ed.D.
 Secretary and
 Executive Officer

- Works cooperatively with staff to promote a positive working and learning environment; works cooperatively with other sections to maintain section/department effectiveness; assists general public, school and district personnel, and other state agencies with prompt and courteous service.
- Conducts office functions to include, but not limited to organization of filing; receiving, sorting, distributing and mailing correspondence; preparing/copying/disseminating meeting material, and other functions as appropriate; checks copiers daily (turning on/off and filling paper trays) to effectively support the work of the section.
- Handles telephone duties (to include taking messages, routing calls, and forwarding questions to appropriate individuals within the section/department) and assumes other receptionist duties (including greeting, welcoming, directing visitors) when needed in a professional manner.
- Assists with and completes routine forms such as travel, car slips, leave, material receipts, requisitions, and itineraries.
- Prepares, composes, and types documents, and assists in the preparation of regularly scheduled reports such as memoranda, proposals, contracts, and reports from notes, rough drafts, and revisions, by operating a variety of software such as Microsoft Word, Access, Excel, and Power Point.
- Proofreads and edits documents for grammar, spelling, and punctuation and oversees routing of all correspondence within the section.
- Organizes schedules/meetings, participates in budgeting, planning, and other meetings related to procedures and functions of the Section and the Department.

- Utilizes office software programs in order to increase efficiency in correspondence, communication and meeting deadlines; creates graphs, charts, diagrams, presentations, forms, etc., using a computer.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; working with section and department staff to maintain equipment inventories; operates of a variety of office equipment including copier, fax, printer, shredder, and other appropriate tools to effectively support the work of the section/department; assists staff members and new hires with use and maintenance of equipment.
- Maintains office supplies by checking inventory and ordering needed supplies on a regular basis.

Minimum Knowledge, Skills and Abilities Required:

- Education:** High school diploma or a GED certificate
Experience: Five years of progressively responsible clerical experience
Other Skills: Possess strong motivational skills
Be attentive to details
Possess organizational skills
Ability to work independently
Be team-oriented and flexible
Use effective verbal and written communication skills
Use problem-solving skills

How to Apply:

Step 1: Applicants must be reachable on the Administrative Support Assistant III register to be hired or currently hold the merit system classification of Administrative Support Assistant III.

Step 2: Send resume' or Application for Examination to Mrs. Donna Fuller at 5351 Gordon Persons Building, P. O Box 302101, Montgomery, AL 36130-2101.