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

POSITION TITLE: Clerk
POSITION CODE: 10121
SALARY RANGE: $19,214.40-$26,474.40
POSITION LOCATION: Career and Technical Education
Gordon Persons Building, Montgomery
OPEN DATE: June 17, 2020
CLOSE DATE: July 1, 2020

The Career and Technical Education Section, Montgomery, intends to fill up to three (3) Clerk positions for various units within the section.

Duties will include, but will not be limited to the following:

- Communicates with local education administrators, teachers, and the public.
- Compiles, proofreads, edits, files, and maintains official communication for grants and contracts, within a timeframe specified by the unit administrators.
- Prepares correspondence and documents such as letters, A2s and travel paperwork, and reports for the units within a timeframe specified by the unit administrators.
- Sorts and distributes mail and other documents, creates, and organizes filing system for the units, according to record keeping needs.
- Improves performance by attending meetings and professional development workshops within the section and department to increase technical proficiency, and methods are implemented that facilitate effective time management.
- Manages activities through time management, organizational skills, and utilization of technology and SDE supported software so that deadlines are met, efficiency in communicating and corresponding is increased and unit/section/department goals are met as observed by the unit administrators.
- Prepares for technical assistance activities, including preparing and processing proposals; completing document print requests; assembling event registration packets; and organizing workshop/event materials.
- Perform additional duties as related to assigned responsibilities and essential functions.

Education and Experience:

- Computer related skills required – Microsoft Office
- High School diploma or a GED certificate
**Other Skills:**

- Possess strong self-motivational skills
- Be attentive to details
- Possess strong organizational skills
- Be team-oriented and flexible
- Effective use of verbal and written communication skills
- Ability to work efficiently and independently
- Effective use of problem-solving skills
- Ability to multi-task
- Ability to create and deliver effective presentations to professional audiences
- Ability to travel overnight

**How to Apply:**

Send résumé and cover letter to Mrs. Tiffani Colvin at tiffani.colvin@alsde.edu.