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

POSITION TITLE: Administrative Support Assistant (ASA) III - Section Secretary
POSITION CODE: 10198
SALARY RANGE: $27,129.60 - $45,532.80
POSITION LOCATION: Prevention and Support Services Section
Gordon Persons Building, Montgomery
OPEN DATE: March 5, 2020
CLOSE DATE: March 19, 2020, close of business

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

Duties will include, but not limited to:

- 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.
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• 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 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. Sandra Binion at 5227 Gordon Persons Building, P. O Box 302101, Montgomery, AL 36130-2101.