

ISSUE DATE: 09-01-09
VOID AFTER: OPEN CONTINUOUS

ANNOUNCEMENT NO. 12699

THE PERSONNEL BOARD FOR MOBILE COUNTY, ALABAMA
announces an OPEN COMPETITIVE examination for

6210 – COURT ADMINISTRATOR

JURISDICTION	S A L A R Y	
	MONTHLY RATE	YEARLY RATE
02 – CITY OF MOBILE	\$4,649 - \$7,433	\$55,795 - \$89,197

EXAMINATION: IMPORTANT NOTICE TO APPLICANTS. READ CAREFULLY. No written or oral examination will be required. Applicants will be scored on the basis of an evaluation of their education, training, experience and personal qualifications as outlined by the candidates' sworn statements in their application, upon corroborative evidence obtained by investigation and the applicants' responses to the Supplemental Questionnaire Form. Applicants must provide all background information and supportive documents as requested on the application form and job announcement.

MINIMUM QUALIFICATION REQUIREMENTS: Attainment of a minimum of a bachelor's degree from a recognized college or university in business administration, criminal justice administration or closely related field, and a minimum of three years' progressively responsible administrative and supervisory experience in court administration or criminal justice administration; or a combination of education and experience equivalent to these requirements.

KIND OF WORK: This is highly responsible administrative and supervisory work in managing court activities.

ESSENTIAL REQUIREMENTS OF THE WORK: Comprehensive knowledge of state statutes and court rules, procedures, legal documents, organization, functions and authority; thorough knowledge of modern information systems and of management methods, practices and techniques; good knowledge of elementary bookkeeping and accounting practices and procedures; ability to plan, direct and supervise court activities; ability to interpret and apply statutes, laws, rules and regulations; ability to prepare legal documents and maintain complex accurate records; ability to perform research and operate modern office equipment; ability to establish and maintain effective working relationships with elected and appointed officials, attorneys, employees and the general public.

RESIDENCE REQUIREMENTS: There are NO residence requirements in order to apply. Applicants must bear all expenses incurred in reporting for testing or appointment. Upon appointment, the law gives the right to each Appointing Authority (Employer) to fix any further legal requirements regarding residence.

FINAL DATE FOR FILING APPLICATION: Applications should be returned as soon as possible. In the event of tied scores, Rule 8.1 dictates that ties will be broken by the order in which applications are filed. There is NO predetermined final closing date. Applications will be received until further notice.

DONALD DEES, DIRECTOR

THE AGENCIES WE SERVE ARE EQUAL OPPORTUNITY EMPLOYERS

1809 Government St. Mobile, AL 36606 - P.O. Box 66794 Mobile, AL 36660-1794

www.personnelboard.org

Applications may be faxed to (251) 445-2219