POSITION ANNOUNCEMENT
February 5, 2016

POSITION: Clerk I, Full-time (multiple positions)

QUALIFICATIONS:
• High school diploma or GED, plus a minimum of 15 semester hours postsecondary education in business, or office-related skills (required)
• One year of experience in office or related work (preferred)
• Pleasing personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills

CAMPUS LOCATION: All campuses

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:
• Effective oral and written communication skills
• Effective telephone techniques
• Knowledge of office practices and procedures
• Knowledge of general postal regulations and procedures
• Ability to learn assigned clerical tasks readily and to adhere to prescribed institutional routines
• Ability to make mathematical computations and tabulations accurately
• Ability to keyboard at a minimum of 30 correct (net) words per minute for 3 minutes
• Ability to establish and maintain effective working relationships with students, other employees, and the public
• Ability to work within a team
• Ability to maintain confidentiality of office information
• Strong commitment to customer service
• Ability to multi-task and process high volumes of work with accuracy
• Ability to interact with students from diverse backgrounds

MAJOR DUTIES AND RESPONSIBILITIES:
• Answers and routes incoming telephone calls.
• Receives, opens, sorts, and distributes mail and supplies.
• Sorts, scans, and files correspondence and other documents according to established rules of records management.
• Performs general clerical functions to include filing, data entry, sorting, word processing, routine document preparation, and mail outs.
• Sorts, checks for completeness and mathematical accuracy, and posts invoices, vouchers, and other fiscal and statistical records.
• Maintains time, payroll, inventory, and other operating records; makes simple mathematical calculations; performs routine coding and tabulating of fiscal and statistical data.
• Acts as a desk clerk or receptionist on routine matters such as issuing transcripts for students and verifying enrollment.
• Operates a typewriter, calculator, or other office machinery, in the performance of routine clerical operations.
• Complies with all policies of the State Board of Education, the Department of Postsecondary Education, and the College.
• Performs other duties as assigned.

SALARY: Salary Schedule E4, Grade 6 - $23,568 - $36,970
APPLICATION PROCEDURE: Vacancy Announcements and Employment Applications are available at www.bishop.edu and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, or submitted via U.S. mail to the following address: Office of Human Resources, 351 North Broad Street, Mobile, AL 36603. Applications currently on file must be resubmitted for this position. Delinquent, e-mailed, and unsigned application packets and or documents will not be accepted. Only complete application packets will be given consideration for employment.

A completed application packet consists of:
- Completed Bishop State Community College employment application (must be signed),
- Letter of interest with reference to the position announcement,
- Current resume
- Transcripts (official required if hired), and
- Applicable amount of verification of work experience from current and/or previous employers (form included in application packet).

APPLICATION DEADLINE: A complete application packet must be received in the Office of Human Resources no later than Friday, February 19, 2016 at 5:00 p.m.

In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

OTHER INFORMATION
The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and/or skills assessments. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including Postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjective to discrimination under any program activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.