



# WALLACE STATE HANCEVILLE

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## *Vacancy Announcement*

1/10/2012

**POSITION:** Human Resources Clerk

**QUALIFICATIONS:**

- An associate's degree with 15 semester hours in field from an accredited institution
- A minimum of three years' experience in clerical work
- The ability to multi-task; adapt quickly to changing situations; and safeguard confidential information is required
- Effective oral, written and interpersonal skills
- Proficient in Microsoft Word, Excel, and administrative computing systems

**RESPONSIBILITIES:**

- Assist with the planning, organizing, and coordinating general personnel management activities
- Assist in the processing and orientation of new employees
- Assist in the administration of employee benefits
- Monitor implementation of personnel policies
- Post job vacancies and receive application packets
- Monitor employees reviewing personnel files
- Maintain confidentiality of personnel files and other employee actions
- Monitor the preparation of all reports, and forms used in compliance with state and federal personnel regulations
- Maintain records of all personnel transactions and forward to appropriate office
- Manage files of employee contracts and enter correct data into system
- Provide information from personnel files for authorized organizations such as credit bureaus and finance companies
- Perform other duties and responsibilities as may be assigned by the Director, Dean, Vice President and President

**WORK HOURS:** Flexible as assigned

**SALARY:** Appropriate placement on State Salary Schedule E4 (\$23,568 - \$41,434) of the Alabama Department of Postsecondary Education Salary Schedule.

**ANTICIPATED START DATE:** As negotiated.

**APPLICATION PROCEDURE:** A complete application packet must be received in the Human Resources Office no later than 3 p. m., January 30, 2012. A complete application packet consists of:

- (1) Completed Wallace State Community College employment application with three work references
- (2) Résumé
- (3) Cover letter describing specifically how your experience and qualifications meet the qualifications outlined for the position

- (4) Letter(s) from current and/or former employers, verifying employment experience to meet minimum required qualifications. Letter(s) must include employment dates and job title and be on official letterhead with an authorized personnel signature
- (5) Separate transcripts from each college attended (photocopies will suffice until employed)

Applicants must meet eligibility requirements to work in the U.S. at time of appointment. **All application materials must be submitted as a complete packet and will become the property of the College. Applicants who fail to submit all required information will be disqualified. Only application packets received during the period of this announcement will be considered.** Applications are available at [www.wallacestate.edu/employment](http://www.wallacestate.edu/employment) or by calling (256) 352-8295 and should be submitted to:

**Human Resources Department  
Wallace State Community College  
P. O. Box 2000  
Hanceville, AL 35077-2000  
Phone: 256-352-8029**

In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from a criminal background check.

**DEADLINE DATE:** The deadline for receipt of all application materials is 3:00 p.m., January 30, 2012.

**INTERVIEW PROCESS:** The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews, which will consist of a question/answer session. Upon completion of the in-person interviews, the Committee will recommend three finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision.

**ADDITIONAL INFORMATION:** The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

Wallace 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 subjected to discrimination under any program, activity or employment. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. The School reserves the right to withdraw this job announcement at any time prior to the awarding.