Vacancy Announcement
Posting Date: August 27, 2015

Position Title: Clerical Support (4 positions)

Position Summary: To provide clerical assistance and administrative support in assigned area.

Required Qualifications:
- Associate Degree or at least 4 years of recent experience working in an office setting
- Proficient in Microsoft Word, Excel and Outlook (A skills test may be administered)

Essential Job Functions:
1. Perform general secretarial/clerical duties including, but not limited to, keyboarding, filing, copying, note-taking, transcribing, digital imaging, and office operations.
2. Provide optimal customer service including, but not limited to, courteous and responsive written and verbal communication.
3. Receive in-coming telephone calls and direct them to the appropriate area.
4. Process and disseminate incoming mail as appropriate.
5. Prepare requisitions for purchase order generation for the procurement of materials and supplies.
6. Organize and maintain a filing system for office records as appropriate.
7. Perform inquiry and input on the AS400 administrative software system as required.
8. Perform other job related duties as assigned by the appropriate administrator/supervisor.

Salary:
Appropriate placement on Salary Schedule E5 06 (Salary Range: $23,568-$36,970)

Projected Start Date: As soon as possible after the closing date

Application Procedure:
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. It is the sole responsibility of the applicant to ensure his or her application packet is complete. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all application packets become the property of LSCC. Requests for copies of application material will be denied by the college. Only applications received during the period of this announcement will be considered. The College will not accept electronically submitted (fax, e-mail, etc.) application materials.

A complete application packet consists of:
- Letter of application
- LSCC application; completed and signed (See resume will not be sufficient)
- Resume
- Official or Unofficial transcripts from all colleges or high schools attended for which degrees have been granted. Degree(s) must be posted on transcripts. Official transcripts will be required prior to employment.
- Three signed letters of recommendation with original signatures; one or more letters must be from a current or previous employer and must address the applicant’s proficiency in required skills and years of service relative to the position. Letters should not be older than 1 year.

Applicants who fail to submit a complete application packet will not be considered.
Application Closing Date:
Application packets must be received or postmarked by **September 10, 2015**. Packets delivered or postmarked after the deadline will not be considered. Application packets should be sent to:

Mrs. Janice McGee, Director
Human Resources Office
Lawson State Community College
3060 Wilson Road, S.W.
Birmingham, AL 35221

Other Information:
Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement at any time prior to awarding.

Lawson State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Post-Secondary 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 denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Lawson State Community College will make reasonable accommodations for qualified applicants upon request.

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 the background check.