



## INGRAM STATE TECHNICAL COLLEGE

### Position Announcement

## Clerk

POST: November 25, 2020

**Application Deadline:** Search will continue until 3:00 PM on **December 8, 2020**.

**General Information:** J.F. Ingram State Technical College is a postsecondary correctional education institution with centers located in Deatsville (Main Campus), Julia Tutwiler Prison, Draper Correctional Facility, Alabama Therapeutic Facility (ATEF), Donaldson Correctional Facility, Bibb Correctional Facility and L.I.F.E. Tech. Its mission is to provide quality educational services to individuals incarcerated in central Alabama's correctional facilities. The student population served is diverse in age, race, educational, economic, and cultural backgrounds.

**Qualifications:** A high school diploma or GED is **required**.

**Summary:** The clerk is a full-time position under the authority of J.F. Ingram State Technical College. This position reports to the Director of Student Services and/or Dean of Students. Listed below are the primary responsibilities of the position. These responsibilities may be modified or others assigned in order to meet the needs of the college.

#### **Essential Functions:**

- Files documents in student record folders within three working days of their receipt. These include the following documents: Orientation forms, assessment forms, transcripts, resumes, job information forms/data, and tracking data related to transition documents,
- Performs data entry using AS400 for tracking data for students in transition,
- Each fall or as directed, purges inactive student records,
- Achieves all inactive student records in envelopes by cohort year. On the outside of each envelope, indicates supervisor to requestor,
- Upon request, retrieves information from student files. Makes copies and routes requested files through supervisor to requestor,
- Performs general clerical duties,
- Possesses an understanding of and commitment to the philosophy and mission of a community and technical college,
- Possesses a sensitivity and commitment to cultural diversity.
- Complies with any applicable guidelines and policies set forth by the Alabama Community College System (ACCS) Board of Trustees, the Alabama Community College System, and J.F. Ingram State Technical College.

**Salary Range:** Salary will be determined by placement on appropriate Alabama Community College System-approved salary schedule. E3, 05 \$31,077 – \$45,935.

**NOTE:** All applicants will receive a copy of the approved job description, which will include details of duties and responsibilities.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

**Application Procedure:** Application forms are available from the following website:

<https://istc.edu/employment/>

**Important Note!** Only completed application packets will be considered. If an application deadline is specified, the College must receive all material prior to the deadline. If an interview is required, applicants must adhere to the College's interview schedule, travel at their own expense, and willing to complete additional required application material. Interviews may include a prescribed question and answer session, and may include a writing assignment, and/or a demonstration of job-related and teaching skills. All application material received will permanently become part of the College's search files and will not be returned to the applicant. A separate application packet must be submitted for each position being applied for. Questions can be sent by email to Andrea Richardson, Coordinator of Human Resources at [andrea.richardson@istc.edu](mailto:andrea.richardson@istc.edu) or call 334-290-3251.

**A complete application packet consists of:**

- A completed institutional application form containing the applicant's signature. (Electronic signatures are not acceptable however photocopies of application material are acceptable).
- A **current** resume reflecting all previous work experience.
- Copy of High School Diploma or GED.
- Copies of transcripts from **all** colleges attended where degrees were conferred. Degree(s) must be posted on transcripts. Unofficial transcripts will be acceptable for review by the selection committee. However, prior to any offer of employment, official transcripts must be received by the college.

**Mail to:**

J.F Ingram State Technical College  
Human Resources  
Post Office Box 220350  
Deatsville, AL 36022

**Hand deliver to:**

J.F. Ingram State Technical College  
Human Resources  
5375 Ingram Road  
Deatsville, AL 36022

\*\*All mailed application packets must be mailed to PO BOX 220350 Deatsville, AL 36022 by the specified deadline.

**DO NOT STAPLE ANY ITEMS CONTAINED IN YOUR APPLICATION MATERIAL**

**ALL APPLICATION MATERIAL SUBMITTED FOR CONSIDERATION OF EMPLOYMENT MUST BE MAILED OR HAND-DELIVERED TO THE COLLEGE AT THE SPECIFIED ADDRESSES LISTED ABOVE AND MUST CONTAIN ORIGINAL SIGNATURES, NO E-MAILED OR FAXED APPLICATION MATERIAL WILL BE ACCEPTED.**

**Other Information:** J.F. Ingram State Technical College reserves the right not to fill this position should it be determined that the best interests of the College would be so served. I understand that any offer of employment is contingent upon a satisfactory criminal background investigation. I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures set out in the guidelines for ACCS Board Policy 632.01 will be followed. I further

understand that I may be responsible for the cost of said criminal background check. In compliance with the Beason-Hammon Act (Immigration Act), E-Verify has to be completed within 3 days of hire and the determination will provide the basis for continued employment or other actions as stipulated by the E-Verify system.

***J.F. Ingram State Technical College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the ACCS Board of Trustees, 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. J.F. Ingram State Technical College will make reasonable accommodations for qualified disable applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.***