

# ALABAMA INSTITUTE FOR DEAF AND BLIND



*Established 1858*

*P. O. Box 698 • Talladega, Alabama 35161*

**POSITION AVAILABLE**

**RE-ADVERTISED 2/20/12**

**R-2494 Position ID #502340**

**Posting Date: February 2, 2012**

**POSITION:** Secretary I (260 Days)  
E.H. Gentry / Office of Field Services (Located at the Birmingham Regional Center)

## **POSITION REQUIREMENTS:**

- Must possess high school diploma or equivalent.
- Preference will be given to person with post-secondary business training.
- Minimum of two (2) years of successful related experience required.
- Must possess keyboarding skills equivalent to 45 WPM.
- Must possess ability to utilize a computer efficiently (to include word processing, billing, payroll, data collection, reporting, memos, charts, and other computer functions).
- Knowledge of Windows XP, FileMaker Pro, Microsoft office (word, excel, power point).
- Must possess good communication skills, both written and oral.
- Must have knowledge of appropriate telephone etiquette in answering the phone, taking messages and informing callers as to appropriate personnel.
- A sign language proficiency level of **SURVIVAL** is preferred. **SURVIVAL** must be obtained within the first thirty (30) months of employment.
- The successful applicant must submit to a criminal history background information check including, but not limited to FBI and ABI record repositories. Upon offer of employment, the applicant must present a non-refundable fee of \$54.15 and appear for scheduled finger printing appointment.

AIDB is sensitive to the needs of Blind or Visually Impaired and Deaf or Hard of Hearing and will make reasonable accommodations for qualified applicants and employees that do not impose undue hardship and are not essential functions of the job.

## **PERFORMANCE RESPONSIBILITIES:**

- Provides support to the Regional Director
- Answer telephone (voice/TDD), relay messages to appropriate staff, greet clients and visitors in a friendly manner, and schedule appointments as needed.

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*For More Information Contact:*

*Alabama Institute for Deaf and Blind*

*E-Mail: [humanresources@aidb.state.al.us](mailto:humanresources@aidb.state.al.us)*

*Daniel L. Wirth*

*Coordinator Recruitment and Employment  
256-761-3302 Voice/TDD - 256-761-3372 Fax*

*Marsha G. Martin*

*Director Human Resources  
256-761-3311 Voice/TDD*

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**AIDB IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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- Maintain all records as required for audit and program evaluation, to include monthly Adult Services Report, Parent Infant Program reports and other various reports as necessary. Maintain receipt books, and tax intake information.
- Reproduce all records and materials as requested.
- Maintain a complete inventory of all Regional Center equipment and supplies.
- Order materials and supplies and maintain records of the orders.
- Provide support to the Regional Director by typing and filing letters, memos, reports and general office duties.
- Maintain files in a systematic order.
- Prepare reports related to central data reporting such as demographic information and clients' database.
- Type and edit newsletters.
- Maintain computer database of mailing lists for newsletters and other outgoing correspondences.
- Assist with pre-monitoring and monitoring activities.
- Prepare payroll forms, travel forms, purchase requisitions, staff meeting minutes, flyers, handouts, letters and other materials as requested by the Regional Director.
- Orient new staff members and contract personnel as to AIDB policies and procedures and paperwork requirement and deadlines.
- Assist with coordinating visits, tours and arrangements for special receptions etc.
- Must be mature, self-motivated, possess good organizational skills and ability to exercise sound judgment.
- Review Medicaid TCM billing for accuracy
- Overnight travel may be required.
- Other duties as assigned by the Regional Director.

**SALARY:**     \$12.23 - \$14.34 per hour     Scale C5 Rank 31

*Direct deposit is required.*

*This is a non-exempt position, and is subject to overtime and/or compensatory time provisions of the Fair Labor Standards Act. Upon agreement in advance, hours worked over 40 in the work week will be taken as time off at 1 ½ times the hours worked.*

**DEADLINE FOR APPLICATION:** February 27, 2012

We take our applicants through referrals by the Alabama Career Center. Please visit your local Alabama Career Center to see if you qualify.

This position is funded by a grant award, funded by revenue generated, necessary for compliance or provides direct service delivery.

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