



STATE OF ALABAMA
DEPARTMENT OF INSURANCE
HUMAN RESOURCES DIVISION
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Announcement of Continuous Merit System Opportunity

STATE PROFESSIONAL TRAINEE – 11915

SALARY: \$ 31,488.00 – 47,757.60
LOCATION: Montgomery

JOB INFORMATION

This classification will be used to understudy the Insurance Examiner I (11231) position with the Alabama Department of Insurance (ALDOI). The State Professional Trainee is a Limited Tenure Appointment and it can last for no more than two years. To maintain employment, appointees are encouraged to apply for the Insurance Examiner I (11231) when eligible.

QUALIFICATIONS (ADOI POSITIONS ONLY)

Applicants must have graduated from a four year college or university.* Applicants with majors in accounting, business administration, actuarial science, and insurance are preferred. Applicants should possess some knowledge of principles and practices of public administration and governmental organization, functions, and activities; knowledge of mathematics to include arithmetical operations, percentages, and ratios and English to include grammar, spelling, composition, and punctuation. Applicants should have the ability to analyze and interpret complex information and to arrive at sound judgment; to read and comprehend complex written material; to present ideas effectively both orally and in writing; and to establish and maintain working relationships with superiors, other government agencies, professional associations, and the general public.

KIND OF WORK

This is introductory professional work in insurance regulation with the Alabama Department of Insurance. Employees in this class serve an apprenticeship under the supervision of professional employees.

HOW TO APPLY

Use an official State of Alabama Application for Examination (Form 3). This form is available from the State of Alabama Personnel Department, P. O. Box 304100, Montgomery, AL 36130-4100 or it may be downloaded from their website at www.personnel.alabama.gov. The application is also available at your local Alabama Career Center Office. Return the completed application along with a transcript and/or verification of degree to the address above or an ADOI representative.

**Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees*

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

State of Alabama Personnel Department Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change.

