

**Agency:** Alabama Department of Archives and History

**Position:** Retired State Employee

**State Merit System Classification:** 11903

**Salary Range:** Hourly Rate – All Post-Retirement Rules Apply

**Deadline for applications:** Open Until Filled

The Alabama Department of Archives and History (ADAH) seeks a motivated, self-directed **Administrative Support Assistant** for the department's Records Management program. Reporting to the head of the Records Management Section, the retired state employee will assist staff with reviewing incoming forms and drafting responses from a template.

**Records Management Duties:**

- Process local government records destruction notices using a checklist.
- Identify discrepancies within established guidelines.
- Draft responses based on a template to send to local agencies.
- Flag notices containing serious errors for further review by staff.

**Knowledge, Skills, and Abilities:**

- Experience with administrative tasks of a repetitive nature.
- Attention to detail.
- Basic computer skills (Microsoft Word, Microsoft Excel, and Adobe Acrobat.)

**Application Procedure:**

Submit a resume and professional references via email to:

Becky Hébert  
[becky.hebert@archives.alabama.gov](mailto:becky.hebert@archives.alabama.gov)  
Alabama Department of Archives and History  
PO Box 300100  
Montgomery, AL 36130-0100  
334-353-5039

Candidates will be selected for interview based on the information submitted, with an anticipated hiring date of October 2018. Preference will be given to candidates who can work 20 hours a week.

**Deadline for application:** Open Until Filled. Advertisement Posted 9/26/2018.