

NOTICE

For the purpose of establishing Eligibility Registers of qualified applicants for employment with the City of Jasper, the Civil Service Board will give a written exam for the position of Clerk I. To qualify for this positions, the applicant must be a citizen of the United States and present a copy of the following documents at the time of making application:

1. Current Alabama Driver's License
2. Social Security Card
3. Birth Certificate
4. High School Diploma/GED
5. Three (3) Current Letters of Recommendation

Failure to present the above documents by the deadline may render the application incomplete and unacceptable.

CLERK I - Test Date: November 23, 2020 10:00 a.m. (Monday)
Deadline to apply: November 9, 2020 10:00 a.m (Tuesday)

Must pass a typing test of 35 wpm and have knowledge in Microsoft Word. Instructions for taking the typing test will be given once application is turned in.

THE CITY OF JASPER IS AN EQUAL OPPORTUNITY EMPLOYER

Prior to entering employment the successful applicant will be required to submit to a drug test.

Certain positions may require working different shifts, weekends and or holidays.

Applications are to be obtained at the office of the Civil Service Board located in the basement of the Jasper City Hall, 400 West 19th St. and returned to same on or before the deadline dated listed, or download application at jaspercivilservice.com (job opportunities link)

Roger Wilson
Chairman

Oct 21, 25, 28
Nov 1, 4