



# STATE OF ALABAMA

## PERSONNEL DEPARTMENT

300 Folsom Administrative Building

Montgomery, Alabama 36130-4100

Telephone: (334) 242-3389 Fax: (334) 242-1110

[www.personnel.alabama.gov](http://www.personnel.alabama.gov)



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### MEMORANDUM

**TO: Persons Interested in Continuous Announcements**

**FROM: State Personnel Director**

**SUBJECT: WALK-IN TESTING FOR ADMINISTRATIVE SUPPORT ASSISTANT I  
AND ENGINEERING ASSISTANT**

**TESTING FOR THE ADMINISTRATIVE SUPPORT ASSISTANT I AND ENGINEERING ASSISTANT IS NOW ALSO BEING CONDUCTED ON A FIRST-COME, FIRST-SERVED WALK-IN BASIS. SEATING IS LIMITED. IT IS NOT NECESSARY TO CALL TO MAKE AN APPOINTMENT. THE WALK-IN TEST WILL BE ADMINISTERED IN MONTGOMERY THE THIRD MONDAY OF EACH MONTH WITH SESSIONS AT 8:30 AM & 1:30 PM. PLEASE ARRIVE FOR THE WALK-IN SESSION YOU WISH TO PARTICIPATE IN NO LATER THAN 30 MINUTES PRIOR TO THE SESSION START TIME. ALLOW TIME FOR COMPLETION OF CHECK-IN, INSTRUCTIONS, AND UP TO 3 HOURS TO TAKE THE EXAM. FOR DIRECTIONS TO THE TEST SITE, PLEASE VIEW OUR WEBSITE AT [WWW.PERSONNEL.ALABAMA.GOV](http://WWW.PERSONNEL.ALABAMA.GOV)**

Walk-in testing will be conducted **ONLY** at the State Personnel Test Facility located at the following address:

3738 Atlanta Highway  
Montgomery, Alabama

#### **CANDIDATES ARE REQUIRED TO BRING WITH THEM:**

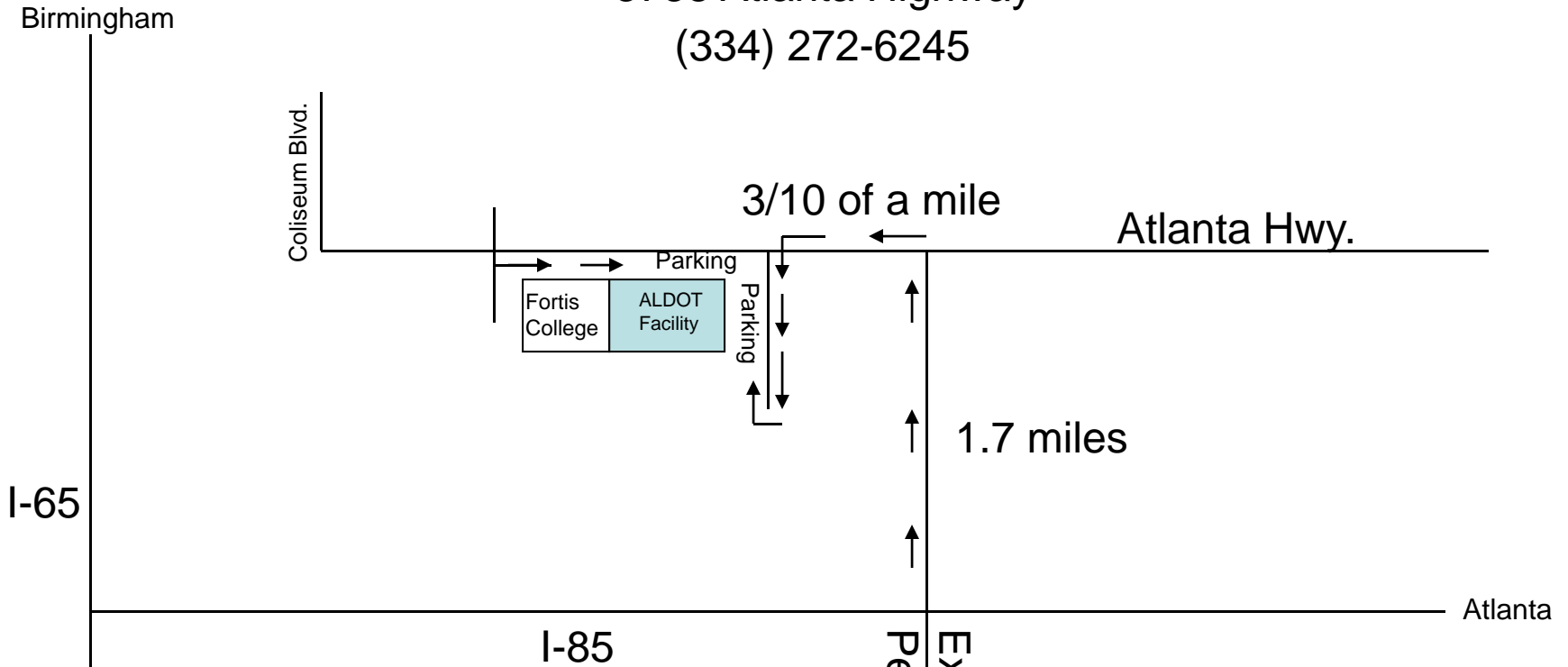
- A completed State of Alabama Application for Examination form. Applicants must bring a current completed application with them even if they have recently submitted one. Applicants requesting special accommodation due to a disability must contact the State Personnel Department at (334) 242-3389 to make test arrangements.
- A photo identification
- Two sharpened # 2 pencils
- A small battery operated or solar powered non-programmable calculator. (Calculators that plug-in, utilize tape, or have word processing, spelling, thesauruses, or other storage and retrieval capabilities (except basic memory functions) are not allowed. State Personnel will not supply calculators or batteries.

Applicants who take the examination as a walk-in who also already have a future scheduled date and time for the Administrative Support Assistant I and Engineering Assistant examination must NOT attend the future scheduled test.

#### **NOTES:**

- Walk-in testing is being offered in addition to all regular scheduled State Personnel testing.
- Call the State Personnel Department at (334) 242-3389 if you have any questions.

State Personnel Department / ALDOT Testing Facility  
3738 Atlanta Highway  
(334) 272-6245



**From Birmingham/Mobile:**

Take I-85 North to the Perry Hill Rd. Exit  
Turn left onto Perry Hill Rd. & go approx.  
1.7 miles to Atlanta Hwy.  
Turn left onto Atlanta Hwy.  
Go approx. 3/10 of a mile and turn left at the first  
traffic light.  
Take an immediate left into the parking lot.  
The building is adjoined with Fortis College.  
Parking is available around the building and in a  
lot behind the building.

**From Atlanta:**

Take I-85 South to the Perry Hill Rd. Exit  
Turn right onto Perry Hill Rd. & go approx.  
1.7 miles to Atlanta Hwy.  
Turn left onto Atlanta Hwy.  
Go approx. 3/10 of a mile and turn left.  
The building is right after the Dalraida Church of  
Christ and is adjoined to Fortis College.

Mobile