



GOVERNMENT & PUBLIC ADMINISTRATION

A collage of images related to government and public administration, including a woman working at a computer, the Alabama State Capitol building, a person scanning a document, a woman in a suit holding a folder, a hand writing on a document, a woman sitting at a desk, and a hand holding a pen. The entire collage is overlaid with a red tint.

CAREER SUCCESS GUIDE

Great Career Ideas • Creating Your Plan • College Resources



Kay Ivey, Governor of Alabama

A MESSAGE FROM THE GOVERNOR

As I've said on many occasions, our people are Alabama's greatest strength, especially our young people, who hold the state's future in their hands. As the guardians of our state's future, students deserve every possible tool to help them—and Alabama—succeed in all areas.

To achieve this, we have created the Alabama SUCCESS Guides, which are designed to assist students in identifying resources regarding

careers, postsecondary education and financial literacy. Through our students, we are positioning our state for even greater accomplishments. They will be well-equipped for careers in Alabama's workforce which will allow them to compete—and excel—in our global economy.

This Alabama SUCCESS Guide is an excellent tool in helping our students of today become our leaders of tomorrow.

ATTENTION PARENTS!

This guide is part of a series created to help students in Alabama learn more about high-demand careers, salaries, the steps they need to take to reach their goals, and the resources that can help them get there.

The workforce has changed since you entered it. Many of the jobs that exist today were not even created when you graduated from high

school, and the pace of change is faster than ever! However, since work skills are transferable to many jobs, by helping your student connect with what they learn in the classroom to real jobs that interest them, they will graduate better equipped for life after high school.

Thank you for talking with your child about what careers interest them – and why. You can help them by

sharing your own work experiences with your child. Ask people in your community who work in jobs that interest your child to share about their careers or let your child visit their workplace. And last, but not least, go with your child to meet with their school counselor or career coach to get them moving in the right direction. Help them prepare for their future...today.



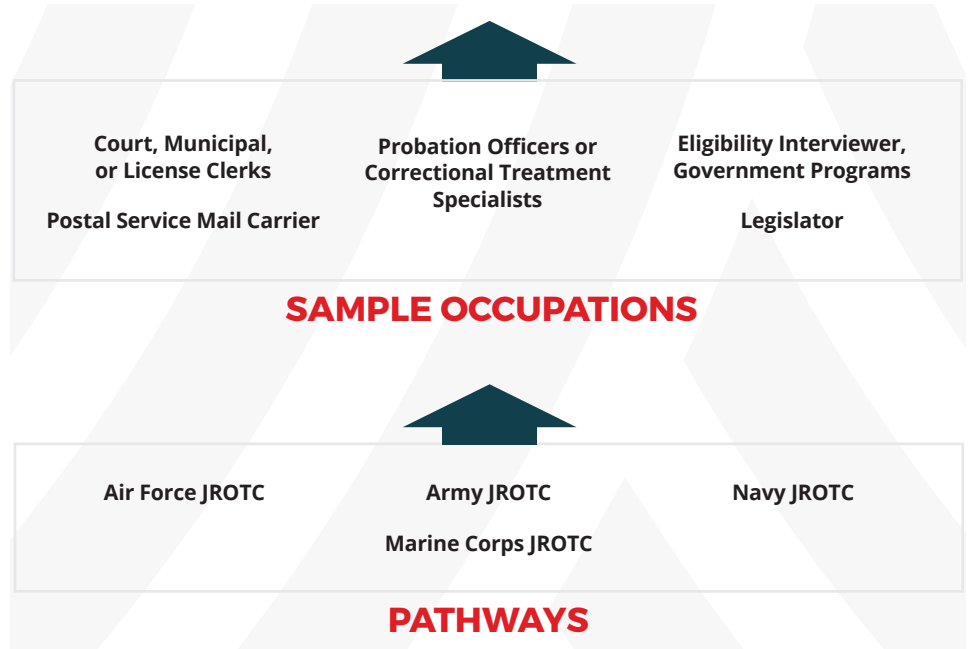
WHAT EMPLOYERS WANT

TRACEY A. MEYER
GOVERNMENTAL RELATIONS & PUBLIC AFFAIRS COORDINATOR
LEGISLATIVE SERVICES
ALABAMA STATE DEPARTMENT OF EDUCATION

“EMPLOYERS ARE LOOKING FOR SOMEONE WHO HAS GREAT COMMUNICATION SKILLS, IN BOTH PUBLIC SPEAKING AND WRITING. Because this role will often put you at the forefront representing issues and others, acting and dressing professionally go hand-in-hand. You should possess leadership qualities, yet be a team player as well. Be confident in yourself and your abilities, and the sky’s the limit!”

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CLUSTER: GOVERNMENT & PUBLIC ADMINISTRATION

THINK AGAIN

MYTH: The Government & Public Administration career cluster is only for those interested in a political career.

FACTS: A sea of government jobs are available, and only a small percentage involve direct work for politicians and political groups. If you are interested in politics, ample job opportunities exist in Alabama.

Now is the time to take a fresh look at Government & Public Administration careers you may not have considered.

REALITY CHECK

WHAT IT COSTS TO LIVE ON YOUR OWN IN ALABAMA
 Estimated 2017-2018 monthly expenses for a 22 year-old living in Birmingham.

NOTE: Keep in mind that your paycheck will be reduced by about 30 percent to cover taxes, retirement, and insurance. What's left is known as your "take-home pay." Subtract 30 percent from the salaries shown on pages 5 and 6 to get a more accurate take-home amount.

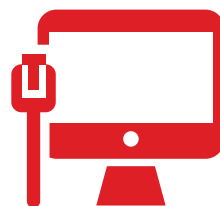
Groceries:
 \$350-\$400



Mobile Phone:
 \$55



Cable and Internet:
 \$80



Gasoline:
 \$100
 (1,000 miles @ \$3.00 per gallon, 30 mpg)



Rent and Utilities:
 \$700-\$850
 (1 Bedroom)



Car Payment:
 \$350-\$450
 (Used 2016)



Car Insurance:
 \$60-\$125
 (6-Month Policy)



Sources:
 RENT: rentbits.com/rb/t/rental-rates/birmingham-al
 CAR: carsdirect.com
 MOBILE PHONE: att.com, verizon.com
 GROCERIES: bestplaces.net
 CABLE AND INTERNET: birmingham.mybriighthouse.com
 CAR INSURANCE: progressive.com
 GAS: gasbuddy.com



COURT, MUNICIPAL, OR LICENSE CLERKS

Job Description: Perform clerical duties for courts of law, municipalities, or governmental licensing agencies and bureaus. May prepare docket of cases to be called; secure information for judges and court; prepare draft agendas or bylaws for town or city council; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; and record data, administer tests, or collect fees.

Tasks: Prepare and issue orders of the court, such as probation orders, release documentation, sentencing information, or summonses. Prepare dockets or calendars of cases to be called, using typewriters or computers. Record case dispositions, court orders, or arrangements made for payment of court fees. Prepare documents recording the outcomes of court proceedings. Examine legal documents submitted to courts for adherence to laws or court procedures. Perform administrative tasks, such as answering telephone calls, filing court documents, or maintaining office supplies or equipment. Search files and contact witnesses, attorneys, or litigants to obtain information for the court. Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, witness fees, or payment of fines. Instruct parties about timing of court

appearances. Explain procedures or forms to parties in cases or to the general public. Record court proceedings, using recording equipment, or record minutes of court proceedings, using stenotype machines or shorthand.

Education:

High school diploma or equivalent

Salary Range: \$25,367 – \$37,315



PROBATION OFFICERS OR CORRECTIONAL TREATMENT SPECIALISTS

Job Description: Provide social services to assist in rehabilitation of law offenders in custody or on probation or parole. Make recommendations for actions involving formulation of rehabilitation plan and treatment of offender, including conditional release and education and employment stipulations.

Tasks: Interview probationers and parolees regularly to evaluate their progress in accomplishing goals and maintaining the terms specified in their probation contracts and rehabilitation plans. Recommend remedial action or initiate court action in response to noncompliance with terms of probation or parole. Administer drug and alcohol tests, including random drug screens of offenders, to verify compliance with substance abuse treatment programs. Prepare and maintain case folder for each assigned inmate or offender. Discuss with offenders how such issues as

drug and alcohol abuse and anger management problems might have played roles in their criminal behavior. Conduct prehearing and presentencing investigations and testify in court regarding offenders' backgrounds and recommended sentences and sentencing conditions. Inform offenders or inmates of requirements of conditional release, such as office visits, restitution payments, or educational and employment stipulations. Write reports describing offenders' progress. Arrange for medical, mental health, or substance abuse treatment services according to individual needs or court orders. Supervise people on community-based sentences, such as electronically monitored home detention, and provide field supervision of probationers by conducting curfew checks or visits to home, work, or school. Develop liaisons and networks with other parole officers, community agencies, correctional institutions, psychiatric facilities, and aftercare agencies to plan for helping offenders with life adjustments. Arrange for postrelease services, such as employment, housing, counseling, education, and social activities.

Education: Bachelor's degree

Salary Range: \$32,333 – \$54,731



ELIGIBILITY INTERVIEWER

Government Programs

Job Description: Determine eligibility of persons applying to receive assistance from government programs and agency resources, such as welfare, unemployment benefits, social security, and public housing.

Tasks: Interpret and explain information such as eligibility requirements, application details, payment methods, and applicants' legal rights. Interview benefits recipients at specified intervals to certify their eligibility for continuing benefits. Keep records of assigned cases, and prepare required reports. Compile, record, and evaluate personal and financial data to verify completeness and accuracy, and to determine eligibility status. Answer applicants' questions about benefits and claim procedures. Interview and investigate applicants for public assistance to gather information pertinent to their applications. Initiate procedures to grant, modify, deny, or terminate assistance, or refer applicants to other agencies for assistance. Check with employers or other references to verify answers and obtain further information.

Education:

High school diploma or equivalent

Salary Range: \$33,968 – \$46,579



POSTAL SERVICE MAIL CARRIER

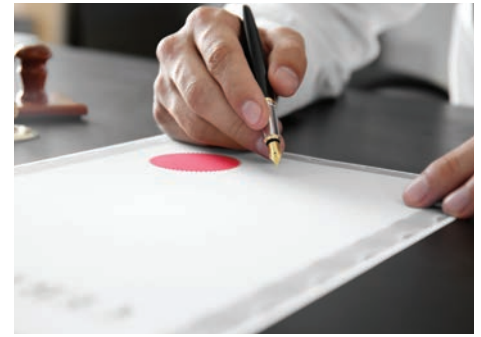
Job Description: Sort mail for delivery. Deliver mail on established route by vehicle or on foot.

Tasks: Scan labels on letters or parcels to confirm receipt. Obtain signed receipts for registered, certified, and insured mail, collect associated charges, and complete any necessary paperwork. Return to the post office with mail collected from homes, businesses, and public mailboxes. Sort mail for delivery, arranging it in delivery sequence. Deliver mail to residences and business establishments along specified routes by walking or driving, using a combination of satchels, carts, cars, and small trucks. Meet schedules for the collection and return of mail. Sign for cash-on-delivery and registered mail before leaving the post office. Hold mail for customers who are away from delivery locations. Maintain accurate records of deliveries. Bundle mail in preparation for delivery or transportation to relay boxes. Record address changes and redirect mail for those addresses. Return incorrectly addressed mail to senders. Answer customers' questions about postal services and regulations. Provide customers with change of address cards and other forms. Report any unusual circumstances concerning mail delivery, including the condition of street letter boxes.

Education

High school diploma or equivalent

Salary Range: \$38,030 – \$59,542



LEGISLATOR

Job Description: Develop, introduce or enact laws and statutes at the local, tribal, State, or Federal level. Includes only workers in elected positions.

Tasks: Analyze and understand the local and national implications of proposed legislation. Debate the merits of proposals and bill amendments and make decisions that balance the perspectives of private citizens, public officials, and party leaders. Prepare drafts of amendments, government policies, laws, rules, regulations, budgets, programs and procedures. Review bills in committee, and make recommendations about their future. Evaluate the structure, efficiency, activities, and performance of government agencies. Oversee expense allowances, ensuring that accounts are balanced at the end of each fiscal year. Promote the industries and products of their electoral districts. Speak to students to encourage and support the development of future political leaders.

Education: Bachelor's degree

Salary Range: \$27,062 – \$44,120

TERRI COLLINS STATE LEGISLATOR

STATE OF ALABAMA LEGISLATURE

Graduate of Huffman High School
Birmingham, AL

As a state representative, I represent the people of District 8 and listen to their concerns and seek answers and assistance for their issues. I work to pass legislation to improve education, create jobs, and make our state a better place to live, work, and play.

I moved through several different majors while at the University of Alabama. My father suggested Business my junior year or I could come home and work. I finished on time, but took summer classes one year. I sold office equipment to businesses after I graduated.

After I had my first child, I went to work for a local bank. I continued in different positions at the bank part-time while all of my children were young. I became an officer of the bank and Vice President of Marketing and Sales Training. After the bank sold, I was asked to run for office. I never planned to run for office, but as I look back, all of my experience prepared me to be successful in this position. Passing legislation is about marketing your ideas and helping others agree with you. Working with philanthropies as a banker, helped me be comfortable asking for funds

that are needed to run for office. Sales training helped me be comfortable speaking in front of people. And working with youth all over town at different churches gave me a broad understanding about the different people in my community, which is valuable when working to attain votes.

“I work to pass legislation to improve education, create jobs, and make our state a better place to live, work, and play.”

KALANDRA S. HOLLOWAY RECRUITER FOR U.S. GOVERNMENT JOBS

FEDERAL GOVERNMENT

Graduate of LaFayette High School
LaFayette, AL

I am responsible for traveling to different colleges in the US to inform students of the different opportunities that they can take advantage of with the Federal Government.

I attended Tennessee State University where I received my Computer Science degree. I also attended University of Maryland College Park where I received a certificate in financial management and an MBA from the University of Baltimore. I discovered my passion for people throughout my many experiences in life. I've been in IT most of my career and discovered the part of the job that I loved

“Keeping an open mind, a willing spirit, and a ‘can do’ attitude is how I have consistently achieved success.”

the most was helping people. As a recruiter, my passion collided with my purpose, and I now have the opportunity to work with young people on a regular basis and make them aware of the many opportunities that are available to them. I'm also a motivational speaker, so I'm blessed with the opportunity

to travel a lot, motivating and inspiring people throughout the world. Every career path/job will have its challenges. The most challenging aspect of the job for me was adjusting to being so far away from my family in Alabama. However, the adjustments yielded great rewards, and I wouldn't change a thing about it. Keeping an open mind, a willing spirit, and a “can do” attitude is how I have consistently achieved success. I realized early on that there is always something to learn so I surrounded myself with people who I could learn from and share information with.

ALAN BAKER STATE LEGISLATOR

STATE OF ALABAMA LEGISLATURE

Graduate of T.R. Miller High School
Brewton, AL

In my role as a State Representative, I serve as a conduit to assist citizens with navigating through the channels of government when concerns or issues arise. I also serve as a direct participant in the law-making process for the State of Alabama.

I attended a community college outside of my home state (East Central Community College in Decatur, MS) where I earned an associate degree. I transferred to Auburn where I earned my Bachelor of Science degree along with becoming certified as a teacher. After spending 27 wonderful years as classroom

history teacher along with my numerous extracurricular hours as a coach, I pursued public service as a State Legislator to provide active representation to the legislative district in which I reside.

Patience, compassion, and being a great listener have been of enormous value in contributing toward my success in public

“Patience, compassion, and being a great listener have been of enormous value.”

service. Other traits that I think carry significant worth for me are humility, paying attention to detail, having a strong work ethic, consistent teamwork, and having a passion for working with people. One of the greatest challenges I have is time management in attempting to prioritize the numerous and assorted items of legislative business, responses to calls and emails, and the constant flurry of events/meetings I have as a State Legislator. I focus on being the most effective legislator that I can be not just for my district, but also for the whole State of Alabama.



CHRIS PRIEST
MORGAN COUNTY CIRCUIT CLERK

DECATUR, AL

Graduate of Southside High School
Southside, AL

I am the Morgan County Circuit Clerk. In this position, I am charged with keeping the official record of all court proceedings and collecting all costs associated with said court proceedings.

I realized I wanted to go to law school at a young age to assist those who were unable to assist themselves. While I am not an argumentative person, I am a person who does not like to see others "taken for a ride." Life is hard. This was a driving force when I went to law school. Upon graduation, I

worked in a law firm where I assisted elderly individuals who were victims of theft; many of these individuals had lost most of their life savings. After working in this field for approximately ten years, the current Circuit Clerk was retiring. I saw a need in the court system where organization was needed. Thus,

"Once you realize that working together you get more accomplished, you will become successful."

I ran for and was elected to the position of Morgan County Circuit Clerk. Through a team effort, we have turned an office to a completely paperless facility. In addition, we have every office up-to-date. The ability to surround myself with people who are strong in their areas is an attribute that has made me successful. You have to take off the "me" attitude and realize that everyone has qualities that will assist you in life. Once you realize that working together you get more accomplished, you will become successful.

RODERICK CHAMBERS
DISTRICT MANAGER OF TRAINING

STATE OF ALABAMA BOARD OF PARDONS AND PAROLES

Graduate of Eufaula High School
Eufaula, AL

I am responsible for all the background checks on potential new hires. I conduct ability and agility tests for these potential new hires in preparing them for the police academy and coordinate their enrollment into the police academy. I also conduct all training sessions for my agency statewide.

"My ability to be able to multi-task effectively and my attention to detail has really helped me excel in my career."

I grew up an Army brat, and lived all over, including Germany. When my father retired, we moved to Eufaula. I know I couldn't have graduated without the help of my teachers and counselors at Eufaula High School. I played sports in high school, and I was awarded a full scholarship to Auburn University where I played football and earned a degree in sociology. My dream was to play football in the NFL. I gave it a shot, but that didn't work out for me. I landed back in Lee County at the sheriff's department as a correctional officer. I left the sheriff's department and have been with the State

of Alabama Board of Pardons and Paroles ever since. At my current position I really enjoy training our staff. The greatest pride I have is watching our new officers develop their skills. Keeping up with demand for new hires is stressful. Our agency has hired well over a hundred officers recently, and we will be hiring even more. My ability to be able to multi-task effectively and my attention to detail has really helped me excel in my career. I see myself growing into one of the agencies five Division Director's. My ultimate career goal is to become the Executive Director of this agency.

LTC (RET) ROBERT F. BARROW
DIRECTOR OF ARMY INSTRUCTION

MOBILE COUNTY PUBLIC SCHOOL SYSTEM

Graduate of John Shaw High School
Mobile, AL

While attending Hillsdale Middle School, I met a retired Army noncommissioned officer who taught JROTC at Shaw High School. Little did I know then how much he would impact my life. I enrolled in JROTC and loved it from the very first day. We were taught the skills needed to be successful in life - how to communicate well, how to be a part of a team, how to make decisions, and perhaps most importantly, how to be a good leader. These lessons helped me earn an Army ROTC Scholarship, which paid for my four-years of education at the University of South Alabama. After earning my gold bars as a

Second Lieutenant in the Army, I continued to use the lessons I learned in ROTC at Shaw High School to further my career. After a successful 22+ year Army career, I chose to become a JROTC instructor here in Mobile. Eleven years later, I was promoted to supervise all of the district's JROTC programs. Those character traits continue to guide me today in my current job as the Director of Army Instruction for the Mobile County Public School System. Character is what ultimately determines a person's destiny. I was blessed to learn the importance of integrity, honor, personal courage, respect for others, self-discipline, loyalty,

duty, selfless service, and sacrifice from lessons I learned as a teenager back at Shaw High School. The skills you can learn will serve you well in whatever career field you choose!

"We were taught the skills needed to be successful in life - how to communicate well, how to be a part of a team, how to make decisions, and perhaps most importantly, how to be a good leader."



MAKE A PLAN

SIT DOWN WITH YOUR PARENTS AND COUNSELOR AND CREATE A PLAN

Map out an Alabama Education Plan (sample below) based on your interests, strengths, and possible career goals. Your plan outlines the courses and electives you'll take in high school, plus related co-curricular organization and career preparation experiences. Your school counselor or career coach will work with you to determine the learning experiences needed for you to complete your plan, such as using distance learning or earning college credit from your local community college. Below is a sample Alabama Education Plan for you to use as a guide.

SAMPLE EDUCATION PLAN FOR THIS CAREER CLUSTER

GRADE 9	GRADE 10	GRADE 11	GRADE 12
FRESHMAN YEAR	SOPHOMORE YEAR	JUNIOR YEAR	SENIOR YEAR
English 9 Algebra I Physical Science World History *Career Preparedness *LIFE PE **Elective	English 10 Geometry Biology United States History 10 *Health/Elective **Elective **Elective	English 11 Algebra II Environmental Science United States History 11 **Elective **Elective **Elective	English 12 Math Elective Science Elective US Government/Economics **Elective **Elective **Elective

*Other Required Courses

**Career & Technical Education and/or Foreign Language and/or Arts Education (3 Credits)

GOVERNMENT & PUBLIC ADMINISTRATION CLUSTER COURSES

ACT/SAT Prep	Army JROTC Drill 1	Army JROTC Leadership Education and Training II (LET-II)	Geography-Maps and Regions
Army JROTC 1b	Army JROTC Drill 2	Army JROTC Leadership Education and Training III (LET-III)	JROTC Leadership Application
Army JROTC 2b	Army JROTC Drill 3	Army JROTC Leadership Education and Training IV (LET-IV)	Leadership and Foundation for Success
Army JROTC 3b	Army JROTC Drill 4	Citizenship and the Constitution	Senior Career Pathway Project-Government and Public Administration
Army JROTC 4b	Army JROTC Leadership Education and Training I (LET-I)	Drill and Ceremony	Success for Life

CO-CURRICULAR

WORK-BASED LEARNING

JROTC

Job Shadowing
Career Day/Fair

Internship
Field Trips

Work Experience
Guest Speakers

GETTING READY

MAPPING OUT YOUR PROGRAM

GRADE 8

- Research your career options based on your interests, talents, and goals.
- Create an Alabama Education Plan (see page 9).

GRADE 9 FRESHMAN YEAR

- Choose a career cluster.
- Do your best work in all your classes. Course selection and grades really do count when you are applying to colleges and training programs.
- Keep a folder or portfolio of your activities, awards, accomplishments, and work experience, and add to it during your high school career.

GRADE 10 SOPHOMORE YEAR

- Continue building the strongest possible academic record.
- Consider taking the ACT if you plan to apply to a two-year college or university in the future.
- Consider taking the PSAT (Preliminary SAT/National Merit Scholarship Test) if you plan to apply to a two-year college or university in the future.
- Use the information in your portfolio to create a resumé.
- Apply for summer jobs, internships, or volunteer activities related to your career cluster.

GRADE 11 JUNIOR YEAR

- Take the PSAT/NMSQT.
- Use resources available at your school (books, online tools, college fairs, etc.) to research postsecondary education options related to your career goals.
- Register to take either the ACT or the SAT I and SAT II Subject Tests. (There are testing dates every month from January through June). Registration deadlines are approximately four weeks before each testing date.
- Apply for summer jobs, internships, and volunteer activities related to your career goals.
- Use studentaid.ed.gov to determine your financial aid eligibility.

GRADE 12 SENIOR YEAR

- In the fall, apply to postsecondary programs and retake any standardized college admissions tests if you would like to improve your score.
- Beginning in October, complete college financial aid forms. Deadlines and required data differ from school to school, so read the instructions carefully.
- In the spring, choose your postsecondary program on the basis of where you have been accepted, costs, etc.
- Continue doing your best work. All schools require a final transcript before making your acceptance official.

COLLEGE PREP: GETTING ACCEPTED

The college admissions process can be stressful and a bit scary, especially if you are the first in your family to apply. Give yourself the best shot at getting into a college program that matches your goals by following these five steps:

1. MAKE THE GRADE

Your grade point average really does count, so do your best work on every assignment, pay attention in class, and participate in group discussions.

2. MAKE A LIST

Before you can apply to college, you have to figure out what you would like to study and what matters most to you (like college location, size, or religious affiliation). Use the college guides in your local library, school library, school counselor's or career coach's office to start making a list of colleges that interest you. Use online tools like collegeboard.org and accs.cc to learn more about each school and take virtual campus tours.

3. GET INVOLVED

Build teamwork and leadership skills by joining career technical student organizations, clubs, and teams at your school, volunteering for service projects, and participating in church or community activities.

4. PLAN FOR TEST

Most colleges want scores from the ACT, SAT, or SAT II tests. See what tests the schools on your list require, sign up to take them in time to include the scores on your application, and then practice the free SAT sample questions at collegeboard.org or sample ACT tests at actstudent.org.

5. BE NEAT AND COMPLETE

Before you send in a college application, double-check your spelling, make sure nothing is missing, and save a copy just in case you have to submit it again.

PAYING YOUR WAY: FINANCIAL AID

Every Alabama student can afford to go to college. It just takes a little planning. Put your college dreams within financial reach by taking these five steps:

1. CONSIDER A COMMUNITY COLLEGE

Alabama's public and private two-year colleges offer an affordable way to earn an associate's degree or complete enough credits to transfer into a four-year school as a junior. Learn more at accs.cc.

2. WEIGH YOUR OPTIONS

Attending one of Alabama's four-year public or private schools cuts travel costs and other living expenses, as compared to attending schools out of state. In addition, public schools offer reduced in-state tuition, and, if there's a college nearby, you can save even more by living at home.

3. RISE TO THE TOP

Apply to a couple of schools at which your grades and accomplishments put you near the top of the typical applicant pool.

4. DO A LITTLE DIGGING

More than one million local, national, and college-specific scholarships are available each year. Ask your school counselor or career coach for help finding printed scholarship resource guides. To find and apply for scholarships online, sign up for the free college scholarship search source achievealabama.org.

5. APPLY FOR AID

Fill out the Free Application for Federal Student Aid (FAFSA) beginning on October 1 of your Senior year. FAFSA forms and instruction booklets are available at your school counselor's office and online at studentaid.ed.gov. Some schools also require the CSS/Financial Aid Profile form (profileonline.collegeboard.org), and others have their own financial aid forms. Carefully read each college's application to know what forms you need to submit and when.

	AGRICULTURE, FOOD & NATURAL RESOURCES
	ARCHITECTURE & CONSTRUCTION
	ARTS, A/V TECHNOLOGY & COMMUNICATIONS
	BUSINESS MANAGEMENT & ADMINISTRATION
	EDUCATION & TRAINING
	FINANCE
	GOVERNMENT & PUBLIC ADMINISTRATION
	HEALTH SCIENCE
	HOSPITALITY & TOURISM
	HUMAN SERVICES
	INFORMATION TECHNOLOGY
	LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY
	MANUFACTURING
	MARKETING
	STEM
	TRANSPORTATION, DISTRIBUTION & LOGISTICS

CLUSTER PATHWAYS

Air Force JROTC

Army JROTC

Marine Corps JROTC

Navy JROTC

POST SECONDARY LEARNING

COMMUNITY COLLEGE

4-YEAR COLLEGE/UNIVERSITY

WORK-BASED LEARNING

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