

Alabama Secretary of State's Office



Internship Program Information Packet

2020

**600 Dexter Avenue
Post Office Box 5616
Montgomery, Alabama 36103
(334) 242-7200**

***Note: Please read this application in its entirety!**

Application Deadline: February 3, 2020

ALABAMA STATE CAPITOL
600 DEXTER AVENUE
SUITE S-105
MONTGOMERY, AL 36130



(334)242-7200
FAX (334)242-4993
WWW.SOS.ALABAMA.GOV
JOHN.MERRILL@SOS.ALABAMA.GOV

JOHN H. MERRILL
SECRETARY OF STATE

Dear Prospective Intern:

Thank you for your interest in serving as an intern with the Alabama Secretary of State's Office. The provided materials will give you some additional information about our agency and responsibilities handled therein.

Please follow the provided instructions to complete the essay and internship application. You will be required to provide a letter of recommendation from your accredited Four-Year University. Please submit completed information as requested.

The interns chosen for this great opportunity will be notified if selected to participate in the Internship Program.

I hope this opportunity will be valuable to your transition into the workforce. I know the experience received during this time will prove beneficial to your future endeavors. We look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "John H. Merrill".

John H. Merrill
Secretary of State

DUTIES OF SECRETARY OF STATE

The Secretary of State is responsible for the following duties:

- Processing and filing documents that are public records that contain the official Great Seal of Alabama
- Serves as the Chief Elections Official for the State of Alabama
- Primary repository of official records
- Maintains records of land transactions and ownership
- Maintains filing of commercial liens and registers new businesses:
 - Reserves entity names
 - Certificates of Existence
- Maintains official copies of state documents:
 - Actual official copy of the State Constitution
 - Formal copies of legislative acts enacted into law
 - Executive orders issued by the Governor
 - Regulations and interpretations of statutes issued by state regulatory agencies.
- Maintain records of land transactions and ownership

The duties listed above are only a small portion of the responsibilities maintained by the Secretary of State's Office.

Divisions

Executive - Many of the executive records have both the signatures of the Secretary of State and of the Governor because the Secretary of State serves as the Governor's personal notary public. When the Secretary of State is witnessing the Governor's signature, the Great Seal of Alabama is used as the "notary" seal. Included in this type of executive records are writs of arrest, contracts, deeds, and leases. Other executive records include listings of abandoned vehicles found in the state, information on municipal incorporations, and the names of all notaries public registered in Alabama.

Business Services - Business Entities staff members reserve names of businesses that incorporate to do business in Alabama. The state has about 200,000 corporate filings, and staff members usually get about 300 requests each day for information in those files. The UCC Section maintains more than 220,000 financing statements that are filed by attorneys and banking institutions.

Elections -The Secretary of State is Alabama's "Chief Election Official." The Secretary of State is given many different election duties under state law. Election records include vote totals, certified ballots, and records showing how much money candidates and political committees raised and spent during an election. Copies of certificates of election, commissions, and oaths of office are also on file for many elected officials.

Basic Internship Information

This opportunity will allow interns to integrate classroom theory into practical principles in a work environment and will give them diverse knowledge in areas handled by the Secretary of State.

Objectives for Internship

- This internship will focus on election practices and business entities
- Meet requirements set by Secretary of State and Chief of Staff
- Assisting other employees with the Secretary of State Office as needed
- 360 hours (9 weeks) or more should be completed by the intern

Site and Supervisor Responsibilities

Providing an experience-The interns will be given instructions on various tasks around the office. These responsibilities will include deadlines with sufficient time of completion. You will be assigned a work area and sufficient material to complete all tasks.

Providing supervision and mentoring-The intern will have a direct supervisor who will provide assignments and guidance during the program. The supervisor is there to answer any questions you may have relating to the assigned tasks.

Goals and Objectives-The goal of this internship is to provide an informative and edifying experience for all participants in the program. The intern will have an opportunity to work with other Secretary of State personnel to prepare for upcoming events.

Responsibilities

- Assist with clerical and administrative needs of the office as a whole
- Assist Executive Staff with writing, editing, and preparation of laws
- Assist in answer incoming calls for the Secretary of State's Office
- Aid in the gathering of information regarding the number of registered voters
- Aid in researching and analyzing the elections laws of the Alabama Code and Federal Election laws as needed

Compensation

The intern will be paid on an hourly basis, approximately \$8.27 per hour worked. The office hours for this position have been listed below.

Work Schedule

The workday begins at 8:00 a.m. and ends at 5:00 p.m., Monday through Friday. All employees of the Secretary of State's Office are expected to be at their work stations at the time designated as their regular work schedule.

Students' Responsibilities

- Please direct all questions to your supervisor or their appointee upon their absence.
- The intern will complete job assignments in a timely manner
- Notify Supervisor when assistance is needed
- Please make a note of any questions you may have for feedback

Student Information Request

Please provide a letter of recommendation from an accredited four-year college/university to be considered for this internship. The letter must be received before you can be considered. There is an essay requirement, as well. Please see the attached information, and submit all documents to the following address:

Mr. David Brewer, Chief of Staff
ATTN: Brittany Hamilton, Elections Analyst
Secretary of State
Post Office Box 5616
Montgomery, Alabama 36103-5616

Phone: 334-242-7207
Email: David.Brewer@sos.alabama.gov

Housing Arrangements:

All interns will be responsible for their housing arrangements, for the State of Alabama cannot legally provide housing. Please see the list below for a few recommendations.

School Accommodations

Auburn University Montgomery

7440 East Drive

Montgomery, Alabama 36117

Phone: 334-244-3572

Email: housing@aum.edu

Website: [Housing & Residence Life | AUM Campus Life](#)

Faulkner University

5345 Atlanta Highway

Montgomery, Alabama 36109

Phone: 334-272-7802

Email: housing@faulkner.edu

Website: [Housing - Faulkner University](#)

Huntingdon College

1500 East Fairview Avenue

Montgomery, Alabama 36106

Phone: 334-833-4527

Link: [Housing Application Process - Huntingdon College](#)

Website: [Residence Life - Huntingdon College](#)

Contact: Christine Simone - 334-833-4349

Apartments/Extended Stays

Capital Towers

7 Clayton Street

Montgomery Alabama, 36104

Phone: 334-530-5255

In-Town Suites

3670 Richard Road

Montgomery, Alabama 36111

Phone: 334-280-2120

Website: [Montgomery Temporary Housing | In-Town Suites Alabama](#)

Summerchase Apartment House

100 McQueen Smith Road

Prattville, Alabama 36066

Phone: 334-380-5342

Website: [Summerchase Apartment Homes: Apartments for Rent in Prattville, Alabama](#)



Alabama Secretary of State Internship Guidelines

The Alabama Secretary of State's Office will hire a select number of college students to serve as interns during the summer. Participating students will have the opportunity to gain work experience in a state government office, as well as develop and enhance their communication, comprehension, business, and writing skills. All applicants must fall under the following criteria:

- **18+ years old by the day of application**
- **full-time, undergraduate college student in Freshman year or higher**

To apply, please fill out the two-page application, and submit an essay that adheres to the following guidelines:

- **Topic: What are the three biggest problems facing our state, government, or nation today?**
- **350+ words**
- **MLA format with Times New Roman 12 font**
- **Five or more paragraphs consisting of an introduction, at least 3 supporting paragraphs, and a conclusion; the introduction paragraph should move from general to specific and contain a thesis statement that lists the forthcoming points of the essay**
- **In-text citations and Works Cited page required**
- **The essay must be written by the student applicant. Plagiarism and ghost-written works will not be accepted.**

Please submit all materials to **Chief of Staff David Brewer** via email at David.Brewer@sos.alabama.gov or mail to:

Mr. David Brewer
ATTN: Brittany Hamilton, Elections Analyst
Office of the Secretary of State
P.O. Box 5616
Montgomery, AL 36103-5616

Note: Upon selection, each student is required to complete the full internship program and all the assigned responsibilities, while maintaining consistent punctuality and professionalism. Inappropriate, unprofessional, and disrespectful behavior will result in termination of the internship. Please also be sure to complete the Application for Examination form at the end of this packet, and submit it to the Secretary of State's Office with your internship application. Completion of the Application for Examination ensures that we can quickly submit your information to the State Personnel Department for approval of your temporary employment as an intern, if you're selected. **Applicants who fail to complete the Application for Examination will not be considered for the internship.*



Alabama Secretary of State Internship Application

Personal Information

Please Print.

First Name: _____ MI: _____ Last Name: _____

Preferred Name: _____ Age: _____ (*Must be 18 or older to apply.)

Date of Birth: ____/____/____

Date of Application: ____/____/____

Home Address: _____ City: _____ State: _____ Zip: _____

Current Address: _____ City: _____ State: _____ Zip: _____

(*Leave blank if same as home address.)

Home Phone: _____ Cell Phone: _____

Email: _____

*Emergency Contacts:

Name: _____ Relation: _____

Phone Number: _____

Name: _____ Relation: _____

Phone Number: _____

*Please list any medical concerns:



Alabama Secretary of State Internship Application

Academic Information

Please Print.

Name of College/University: _____

Major: _____ Minor: _____

School Year: Freshman _____ Sophomore _____ Junior _____ Senior _____
(*Check one.)

Will you receive college credit for this internship opportunity?: YES _____ NO _____ (*Check one.)

Academic Advisor's Name: _____ Phone #: _____

*Previous Job Experience:

*What do you hope to gain/learn from this internship?:

*Rate the following SOS Divisions in your order of interest:

Executive Division: _____	Elections Division: _____	Business Division: _____	Legal Staff: _____	Information Technology: _____
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*If selected, please indicate the dates you would like to start and finish.

Start Day _____

Last Day _____

*I hereby confirm that all the provided information is accurate, and if chosen, I agree to complete all required responsibilities and tasks as given by the Alabama Secretary of State's Office, while maintaining the utmost professionalism.

Applicant's Signature: _____ Date: ____/____/____

DO NOT WRITE IN THIS SPACE

APPLICATION FOR EXAMINATION

RETURN TO: STATE OF ALABAMA
 PERSONNEL DEPARTMENT
 64 NORTH UNION STREET
 P. O. BOX 304100
 MONTGOMERY, ALABAMA 36130-4100
 WWW.PERSONNEL.ALABAMA.GOV
 FAX: (334) 242-1110

General Instructions

A SEPARATE APPLICATION IS REQUIRED FOR EACH JOB. Do not write in shaded areas. Complete all parts of the application. Applications not properly completed will be returned. Photocopied and facsimile applications will be accepted.

ENTER LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER BELOW

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PRINT ALL INFORMATION LEGIBLY

Job Title of Examination (one per application):			Option (if applicable):	
Full Name _____				
First	Middle	Last		
Mailing Address _____				
House or Apartment Number		Street		
City	State	County	Zip Code	E-mail Address
Telephone Number: Home () _____		Cell () _____		Work () _____
Area Code	Area Code	Area Code		
The following information is required for governmental reporting or record keeping purposes:				
Date of Birth _____			Sex (check one) 1. () Male 2. () Female	
(Month)	(Day)	(Year)		
Race (check one) 1. () White 2. () Black 3. () Hispanic 4. () Asian or Pacific Islander 5. () American Indian or Alaska Native 6. () Other				

EDUCATION: High School Diploma or GED* () Yes () No	CIRCLE OR BRACKET THE HIGHEST GRADE OF SCHOOL COMPLETED.												ED				
	1	2	3	4	5	6	7	8	9	10	11	12	College 1	2	3	4	LC

PROVIDE INFORMATION ON ALL SCHOOLS ATTENDED. SPECIFY UNDERGRADUATE OR GRADUATE WORK IF ONLINE, INDICATE BY *ASTERISK.

Name and Location of School	Dates of Attendance		Credits Hours Earned		Did You Graduate?		Type of Degree and Date	Major
	From	To	Sem.	Qtr.	Yes	No		
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

PROFESSIONAL LICENSE OR CERTIFICATE

License/Certificate Issued By	Field/Trade Specialization	License/Certificate No.	Issue Date	Expiration Date
_____	_____	_____	_____	_____

LIST COURSES SUCCESSFULLY COMPLETED (AND HOURS EARNED) WHICH ARE PARTICULARLY RELATED TO POSITION (attach additional sheets, if needed)

CERTIFICATION STATEMENT

I hereby certify, under penalty of perjury, that all statements on or attached to this application are true, correct, and complete. I further agree and understand that any false or deceptive information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of the State of Alabama and may prohibit me from being considered for future employment. I understand that all information on this application is subject to verification, and I consent to criminal history background, military service, and employment checks. I agree to allow my employer/prospective employer to receive a copy of my Alabama Background Check report through ALEA. If employed, I agree to electronic deposits of my payroll check and other state payments; and consistent with applicable laws, to receive compensatory time off in lieu of overtime compensation for any overtime hours worked. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

Signature _____ Date _____

Your name may be removed from an employment register for any disqualifying reason.
AN EQUAL OPPORTUNITY EMPLOYER

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: _____

List three independent persons, not relatives or present employer, who know you well enough to give information about you.

NAME	ADDRESS AND PHONE NUMBER	EMPLOYER

Should you need testing accommodations due to a health problem or disability, you must contact the State Personnel Department.

Have you ever been involuntarily terminated, discharged, forced to resign, resigned with disciplinary action pending, or resigned in lieu of termination from any job? Yes No

If you answered Yes to the above question, provide an explanation noting any mitigating or extenuating circumstances in the space below. If necessary, you may use a separate sheet or sheets and attach to the application.

Have you ever been convicted of a misdemeanor or felony crime? (including pleading guilty or nolo contendere) Yes No

If you answered Yes to the above question, list in the space below all prior misdemeanor and felony convictions and any extenuating or mitigating circumstances regarding such convictions. If necessary, you may use a separate sheet or sheets and attach to application.

Have you ever been known by any other name(s)? Yes No If Yes, what name(s)? _____

NOTE: A CRIMINAL CONVICTION WILL NOT NECESSARILY BE A BAR TO CONSIDERATION FOR EMPLOYMENT, EXCEPT THAT A FELONY CONVICTION WILL BAR EMPLOYMENT IN A LAW ENFORCEMENT JOB. THE DISCLOSURE OF A MISDEMEANOR CONVICTION WILL NOT AUTOMATICALLY RESULT IN DISQUALIFICATION. CRIMINAL HISTORIES WILL BE SUBMITTED TO THE NATIONAL CRIME INFORMATION CENTER (NCIC) FOR VERIFICATION. FAILURE TO DISCLOSE A CONVICTION MAY BE CONSIDERED AS GROUNDS FOR DISQUALIFICATION. FOR THESE REASONS, APPLICANTS SHOULD BE CAREFUL TO DISCLOSE ALL CRIMINAL CONVICTIONS.

WORK HISTORY

THIS SECTION MUST BE COMPLETED REGARDLESS OF WHETHER OR NOT A RESUME IS ATTACHED.

Begin with your PRESENT or most recent employment. List in REVERSE ORDER periods of employment. Each time you changed jobs or your title changed should be listed as a separate period. Describe in detail your duties. (Attach additional sheets if needed.)

1. Current or Last Employer					Your Official Job Title	
Address					Type of Business	
FROM Month	Year	TO Month	Year	Total Months Worked	Number of Hours Per Week	Beginning Salary \$ _____ Per _____
					Ending Salary \$ _____ Per _____	
Number/Title of Employees You Supervised On a Continuing Basis					Equipment You Operated	
Name, Title and Telephone Number of Supervisor					Reason for Leaving	
Describe Your Duties in Detail						

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: ____ - ____ - ____ - ____

2. Employer				Your Official Job Title			
Address				Type of Business			
FROM Month	Year	TO Month	Year	Total Months Worked	Number of Hours Per Week	Beginning Salary \$ _____ Per _____	Ending Salary \$ _____ Per _____
Number/Title of Employees You Supervised On a Continuing Basis					Equipment You Operated		
Name, Title and Telephone Number of Supervisor					Reason for Leaving		
Describe Your Duties in Detail							

3. Employer				Your Official Job Title			
Address				Type of Business			
FROM Month	Year	TO Month	Year	Total Months Worked	Number of Hours Per Week	Beginning Salary \$ _____ Per _____	Ending Salary \$ _____ Per _____
Number/Title of Employees You Supervised On a Continuing Basis					Equipment You Operated		
Name, Title and Telephone Number of Supervisor					Reason for Leaving		
Describe Your Duties in Detail							

4. Employer				Your Official Job Title			
Address				Type of Business			
FROM Month	Year	TO Month	Year	Total Months Worked	Number of Hours Per Week	Beginning Salary \$ _____ Per _____	Ending Salary \$ _____ Per _____
Number/Title of Employees You Supervised On a Continuing Basis					Equipment You Operated		
Name, Title and Telephone Number of Supervisor					Reason for Leaving		
Describe Your Duties in Detail							

8. USING THE ABOVE FORMAT, SHOW OTHER EXPERIENCE BY USING ADDITIONAL SHEETS.

COMPLETE THIS SECTION IF YOU ARE CLAIMING VETERAN'S PREFERENCE

If you claim Veteran's Preference, check the type below. Attach copies (which will not be returned) of the required documents to your application to support your claim.

- 1 () Veteran (5 points) - Requires DD214 or document showing dates of service and type of discharge. If this has been submitted previously and is on file with this office, you may disregard this requirement. Note: Must be active duty for other than training purposes.
- 2 () Disabled Veteran (10 points) - Requires DD214 or other document as above and letter of disability from V.A. dated within last 6 months. V.A. letter must be kept updated until register is established or you lose the extra 5 points.
- 3 () Deceased Veteran's spouse (10 points) - Requires DD214 or other document as above and marriage and death certificates. Cannot be claimed if spouse remarries.
- 4 () Disabled Veteran's spouse (10 points) - Requires DD214 or other document as above and V.A. letter of disability dated within last 6 months. Cannot be claimed unless still married to disabled veteran who because of this disability is not them self qualified.
- 5 () Permanently Disabled Veteran (10 points) - Requires DD214 or other document as above indicating veteran is permanently disabled or DD214 or other document and V.A. letter indicating permanent disability.

COMPLETE THIS SECTION IN ORDER TO BE SCHEDULED FOR WRITTEN EXAMS

Written exams will be given in the places below for which a sufficient number of applicants express preference. Indicate by number your 1st, 2nd and 3rd choices.

- 3 () Birmingham 6 () Jacksonville 9 () Montgomery 11 () Florence 13 () Hummville
- 5 () Dothan 8 () Mobile 10 () Selma 12 () Tuscaloosa 14 () Troy

If you qualify, you will receive a notice showing the place and time you are to report for the exam.

Where did you learn of this job? (check all that apply)

- 1 () State Career Center 5 () Friend Relative 9 () Legislative Representative 13 () TV/Radio Commercial
- 2 () Job Announcement Notice 6 () Dept. News Bulletin 10 () State Recruiter / Counselor 14 () State Personnel Dept. Website
- 3 () Newspaper 7 () Rehabilitation Services 11 () State Personnel Dept. Information Board 15 () Other Website
- 4 () College Placement Career Office 8 () High School Counselor 12 () Outreach Program (i.e. Church) 16 () Other _____

AVAILABILITY

<p>81 - Northwest Alabama</p> <ul style="list-style-type: none"> 17 Colbert 30 Franklin 39 Lauderdale 40 Lawrence 	<p>84 - Jasper/Winfield Area</p> <ul style="list-style-type: none"> 29 Fayette 38 Lamar 47 Marion 64 Walker 67 Winton 	<p>87 - East Central Alabama</p> <ul style="list-style-type: none"> 08 Calhoun 09 Chambers 14 Clay 15 Cleburne 19 Cooch 56 Randolph 61 Talladega 62 Tallapoosa 	<p>90 - Montgomery Area</p> <ul style="list-style-type: none"> 01 Autauga 28 Elmore 43 Lowndes 51 Montgomery 	<p>93 - South Central Alabama</p> <ul style="list-style-type: none"> 07 Butler 18 Conecuh 20 Covington 21 Crenshaw 27 Etowah 50 Monroe
<p>82 - Huntsville/Decatur Area</p> <ul style="list-style-type: none"> 36 Jackson 42 Limestone 45 Madison 48 Marshall 52 Morgan 	<p>85 - Tuscaloosa Area</p> <ul style="list-style-type: none"> 04 Bibb 32 Greene 33 Hale 54 Pickens 60 Sumter 63 Tuscaloosa 	<p>88 - Southwest Alabama</p> <ul style="list-style-type: none"> 12 Choctaw 13 Clarke 46 Marengo 65 Washington 	<p>91 - Phenix City Troy Area</p> <ul style="list-style-type: none"> 03 Barbour 06 Bullock 41 Lee 44 Macon 55 Pike 57 Russell 	<p>94 - Dothan Area</p> <ul style="list-style-type: none"> 16 Coffee 23 Dale 31 Geneva 34 Henry 35 Houston
<p>83 - Northeast Alabama</p> <ul style="list-style-type: none"> 10 Cherokee 25 DeKalb 28 Etowah 	<p>86 - Birmingham Area</p> <ul style="list-style-type: none"> 05 Blount 22 Cullman 37 Jefferson 58 Shelby 59 St. Clair 	<p>89 - Selma/Clanton Area</p> <ul style="list-style-type: none"> 11 Chilton 24 Dallas 53 Perry 66 Wilcox 	<p>92 - Mobile Area</p> <ul style="list-style-type: none"> 02 Baldwin 49 Mobile 	<p>95 - Statewide (You will be considered for vacancies throughout the state. Relocation may be necessary)</p>



Please answer the following questions with care. List in the spaces provided those areas of the state in which you would accept employment. You will be considered for employment only in the locations you indicate. You may choose a combination of up to seven counties and/or regions from the list above. If you list a region, you will be considered available for all counties in that region. The counties in each region are listed alphabetically below the region. You will not be considered for jobs involving overnight travel or shift work unless you so indicate.

List the numbers of up to 7 counties and/or regions where you are willing to work _____

If you want to be considered for appointment by only certain state agencies, indicate here _____

Enter the earliest date you will be available to interview for employment. (Your name will not appear on a list of eligibles until this date.) _____
Month Day Year

Will you accept work involving overnight travel? () Yes () No Will you accept part-time work? () Yes () No

Will you accept temporary work? () Yes () No Will you accept conditional work? () Yes () No

Which shifts are you willing to work? 0. () all shifts 1. () 1st only 2. () 2nd only 3. () 3rd only 4. () 1st and 2nd only 5. () 1st and 3rd only 6. () 2nd and 3rd only

NOTE: Your name will be placed on inactive status for this class after declining three offers of employment consideration or failing to reply to an agency's inquiry concerning your availability. Your name may be restored to the active register by written request.



Alabama Secretary of State Internship Application Checklist

Please submit the following items:

Recommendation Letter

Essay & Works Cited

Completed Internship Application

Completed Application for Examination

***Please note that all the above materials are required in order to receive acceptance into the program.**