



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH  
AND MENTAL RETARDATION**  
WILLIAM D. PARTLOW DEVELOPMENTAL CENTER  
1700 UNIVERSITY BLVD., EAST  
TUSCALOOSA, ALABAMA 35403  
PHONE (205) 553-4550



JOHN M. HOUSTON  
COMMISSIONER

**\*\*CORRECTED\*\***

**RE-ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM  
POSITION  
EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Accounting Assistant I  
(Payroll / Personnel Services)

**NUMBER:** 07-02

**DATE:** March 14, 2007

**JOB CODE:** K1000

**POSITION NO.:** 8809377

**JOB LOCATION:** W.D. Partlow Developmental Center  
1700 University Blvd. East  
Tuscaloosa, Alabama

**SALARY RANGE:** 56 (\$22,396.80 - \$33,223.20 Annually)

**QUALIFICATIONS:** Graduation from a standard senior high school, including or supplemented by courses in bookkeeping principles and practices. Possess responsible bookkeeping experience.

**PREFERENCE:** Responsible experience processing employee payroll information.

**KIND OF WORK:** This is highly responsible work assisting in the processing of employee payroll / personnel functions at this facility. Duties and responsibilities include the following: Audit employee semi-monthly and annual payroll / leave records and prepare related reports as directed. Assist facility timekeepers with the calculation of employee payroll / leave information and the completion of supporting payroll / leave documents. Maintain (organize / file / retrieve/ purge) payroll and personnel records. Assist with the preparation of State Personnel and DMH/MR documents / forms required to process personnel / payroll actions. Assist with the maintenance (entry / update / expire / audit) of employee information in the State of Alabama Personnel / Payroll Computer System (GHRS) in order to process employee personnel actions and employee payroll. Provide guidance to staff to include general information (salary, leave balances, direct deposit, tax, employee health insurance, deductions, benefits, etc), procedural questions, assistance with completion of forms, and State Personnel & DMH/MR Rules.

**REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:** Knowledge of basic practices and procedures involved in processing employee payroll (time & leave) functions. Knowledge of / experience operating mainframe computer programs in order to input / process employee

information necessary to complete payroll and related personnel transactions. Ability to prepare documents to facilitate payroll / personnel transactions using the PC and related business PC software (especially MS Word). Ability to manage employee records / information. Knowledge of basic personnel management practices. Ability to communicate effectively, both oral and in writing in order to disseminate information to others. Ability to organize work and establish priorities to assure work is completed timely. Knowledge of / ability to learn specific processes and technical procedures involved in personnel / payroll management.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience and education, and should provide adequate work history identifying experience related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

**HOW TO APPLY:** Use an "Application For Professional Employment" (Exempt Classification), which may be obtained, from this office. Applications must be returned to the Personnel Department, W.D. Partlow Developmental Center, 1700 University Boulevard East, Tuscaloosa, Alabama 35403 by the close of April 20, 2007 in order to be considered for this position. **An official copy of your academic transcript from the university or college from which you completed accounting / bookkeeping / business coursework is required and must be forwarded by the college or university to the Personnel Department at the above address.**