



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH  
AND MENTAL RETARDATION**  
RSA UNION BUILDING  
100 N. UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410



JOHN M. HOUSTON  
COMMISSIONER

**\*\*REVISED\*\***

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

**ANNOUNCEMENT NUMBER:** 07-11

**DATE:** January 4, 2008

**JOB TITLE:** Mental Health Specialist I  
(Prevention Services Assistant)

**JOB CODE:** A5000

**SALARY RANGE:** (70) \$31,968 - \$48,424

**PCQ#:** 8813380

**JOB LOCATION:** Department of Mental Health and Mental Retardation  
RSA Union Building  
100 North Union Street  
Montgomery, Alabama

**QUALIFICATIONS:** Bachelor's degree in business administration, computer science, or a human service field. Must have 24 month's experience in computer science and or a human service field. *Other job-related education and/or experience may be substituted for all or part of these basic requirements.*

**KIND OF WORK:** This is responsible professional work providing advanced administrative support for the Office of Prevention Services in the Substance Abuse Services Division (SASD) in three primary areas: Alabama Epidemiological Outcomes Workgroup (AEOW), Block Grant Application, and Synar Report and Prevention Services. Work related to the AEOW will include maintaining an up-to-date list of AEOW members and activities; scheduling and coordinating logistical arrangements of AEOW meetings and related activities; taking minutes at all AEOW meetings and distributing the minutes to members in a timely manner; tracking and monitoring the AEOW's deliverable schedule and ensuring timely submission of deliverables; assisting the Epidemiologist as needed with programming code and statistical analysis; compiling data from multiple sources and maintaining a database of available variables and data sources; and corresponding with federal agencies for technical assistance and/or regarding comments about AEOW activities and deliverables. Responsible for compilation of necessary data and required components for submission; maintaining an up-to-date list of tobacco retailers for Synar Report; and assisting with coverage study logistics to verify tobacco licenses for Synar requirements. Work related to general prevention services include corresponding with prevention providers; assisting the Prevention Services Director as needed; researching assigned issues; compiling program and fiscal information; preparing ad hoc reports, spreadsheets, and databases; and participating in conferences, training, and meetings.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** General knowledge of Alabama's public substance abuse treatment and prevention service delivery system; ability to establish and maintain complex records, use coding and filing systems, and to retrieve and compile data; excellent verbal and written communication skills; excellent organizational skills; ability to effectively accomplish tasks with and through the work of others; ability to effectively record and formulate complex minutes of meetings; ability to enter data into multiple pc based systems/databases; ability to independently research assigned issues, identifying pertinent information, and formulating appropriate reporting mechanisms; and thorough knowledge of office practices and procedures in a professional setting.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and experience, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification.

**HOW TO APPLY:** An official **Application for Professional Employment** may be obtained from this office, from any Department of Mental Health and Mental Retardation facility personnel office, or our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application form will be considered.** Additional sheets, if needed, should be in the same format as the application. **Resumes will not be accepted in lieu of an official application.** Applications should be returned to: **HUMAN RESOURCE MANAGEMENT, DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION, P.O. BOX 301410 RSA UNION BUILDING, 100 NORTH UNION STREET, MONTGOMERY, AL 36130** **BY January 18, 2008,** in order to be considered for this position.

AN OFFICIAL COPY OF YOUR ACADEMIC TRANSCRIPT(S) MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.