



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

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

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**JOB TITLE:** Data Operations Technician II      **NUMBER:** 08-07  
**JOB CODE:** D1500      **DATE:** 3/28/08  
**SALARY RANGE:** 52(\$21,518 - \$31,195)      **PCQ#:** 8813358

**JOB LOCATION:** Alabama Dept. of Mental Health  
And Mental Retardation  
100 North Union Street  
Montgomery, Alabama 36130-14105

**QUALIFICATIONS:** High School graduation or GED equivalent with **experience (24 months or more)** in operating data entry equipment, computers and computer peripheral equipment.

**KIND OF WORK:** This is advanced and skilled work in the operation of data entry and computer equipment. The person in this position will perform data entry to support SASD's client enrollment, contract utilization, claims adjudication, and provider reimbursement processes. Other responsibilities include, monitoring client enrollment requests for accuracy, completeness, and duplication of information; enrolling clients in the Alabama Substance Abuse Information System (ASAIS), assigning unique client identifiers; providing enrollment information to providers; maintaining SASD treatment waiting lists; facilitating placement of priority population clients; preparing reports relative to areas of assigned responsibility; participating in conferences, training, and meetings; preparing written staff briefings on conferences, training, and meetings attended; assisting with compiling information for the preparation of budget reports and funding request.

Data Operations Tech II  
(continued)

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the operation and care of data entry, digital computer and its peripheral equipment
- Knowledge of the principles and methods used in obtaining maximum utilization of computer equipment
- Ability to demonstrate proficiency in the operation of keyboard data entry equipment
- Ability to understand and follow oral and written instructions
- Ability to perform operational tasks with low error rate
- Ability to express ideas in a clear and concise manner
- Ability to work independently and exercise time management skills

**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:** Use an official application for Professional Employment (Exempt Application) which may be obtained from this office, other Department of Mental Health and Mental Retardation facility Personnel Offices, or visit the 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.

**Please indicate the announcement number and title of the vacancy for which you are applying on the application.** The application should be returned to the Central Office Personnel at P.O. Box 301410 100 North Union Street, Montgomery, Ala. 36130-1410. Please have a copy of applicable transcripts/diplomas/licenses forwarded with your application or furnished during the interview.

**Deadline for receiving applications: APRIL 11, 2008.**