



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 HOUSTON
COMMISSIONER

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

JOB TITLE: Mental Health Administrative Assistant V **NUMBER:** 08-03
JOB CODE: G5000 **DATE:** 01-25-08 **PCQ#:** 8813391
SALARY RANGE: (57 \$23,762.40 - \$35,256.00)
LOCATION: Community Services Region I
4104 US Highway 31 South
Decatur, AL 35601

QUALIFICATIONS: Graduation from a standard senior high school, including or supplemented by courses in typing and business practices. Considerable (48 months or more) responsible clerical and secretarial experience including responsible supervisory experience (24 months or more).

Other job related education and/or experience may be substituted for all or part of these basic requirements.

KIND OF WORK: This is highly responsible clerical and administrative work related to the management of the Community Services Office. It requires work related to the typing and assembly of sensitive confidential information. This position requires discretion and good judgment skills pertaining to information related to consumers, families, providers and Region One staff. Must be able to handle multiple duties in a timely manner. This position must provide support to the on-going operation of this office such as answering the phone, typing, filing, and etc. Must provide direction and supervision to temporary clerical support staff. The employee is required to maintain time cards, leave slips, travel records and inventory records. This position is responsible for entering data related to IPMS, maintaining logbook, and generating Initiation/Completion letters.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to perform multiple tasks in a timely manner and be able to create and maintain accurate documents and files. Ability to interact with employees, consumers and families in a professional manner. Must have a good working knowledge of English grammar and punctuation and computer skills. Ability to work independently without constant supervision and the ability to recognize highly sensitive issues. Knowledge of community service agencies in relation to mental retardation. Ability to communicate effectively both orally and in writing, in hard copy and electronically.

Mental Health Administrative Assistant V

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 mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official **Application for Professional employment**, which may be obtained from this office, or by visiting the website at www.mh.state.al.us or any Department of Mental Health and Mental Retardation facility personnel office. **ONLY WORK EXPERIENCE DETAILED ON THE APPLICATION FORM WILL BE CONSIDERED. ADDITIONAL SHEETS, IF NEEDED MAY BE USED BUT MUST BE IN THE SAME FORMAT AS THE APPLICATION.** Resumes will not be accepted in lieu of an official application. The application should be returned to the ***Personnel office Alabama Department of Mental Health and Mental Retardation, P.O. Box 301410, Montgomery, AL 36130-1410 by February 8, 2008 in order to be considered for this position.***