



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
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MONTGOMERY, ALABAMA 36130-1410
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ZELIA BAUGH
COMMISSIONER

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

JOB TITLE: Mental Health Administrative Assistant VII (MHSA) **NUMBER:** 11-24

JOB CODE: G7000 **DATE:** 06/08/2012

SALARY RANGE: 68 (\$31,488.00 - \$47,757.60) **PCQ#:** 8813322

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

QUALIFICATIONS: High school diploma or GED equivalency, including or supplemented by courses in typing and business practices, plus extensive (72 months or more) responsible experience in office work, including experience (24 months or more) in supervision or administrative matters requiring decision-making responsibility.

KIND OF WORK: This is advanced and highly responsible office support work. The employee in this position performs administrative duties requiring extensive initiative, discretion, and judgment in making decisions in a variety of areas and serves as Administrative Assistant for the Associate Commissioner of the Mental Health and Substance Abuse Services Division. The employee in this position serves as office manager and is responsible for handling various correspondences, reports, and spreadsheets. Other duties include maintaining the Associate Commissioner's calendar and itinerary; serving as recording secretary for various subcommittee meetings; contacting vendors, typing purchase orders, and completing material receipts for general office supplies for the division; serving as timekeeper by maintaining payroll and leave records; maintaining, updating, and retrieving division files; and assisting the Associate Commissioner in communicating, delegating, and following up on assignments for division staff. The employee in this position is also responsible for planning, assigning, and supervising the work of clerical staff within the division.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the Mental Health Delivery System. Knowledge of ADMH policies and procedures. Knowledge of the state governmental structure. Ability to interact with all levels of Department staff, public

officials, and Mental Health stakeholders. Ability to communicate effectively both verbally and in writing with family members, consumers, and a variety of advocates. Must possess excellent organizational skills and have the ability to make independent judgments. Ability to record, compile and transcribe meeting minutes. Ability to multi-task and handle frequent interruptions. Ability to proficiently operate a computer, specifically Microsoft Office and the internet.

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 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 (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application 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, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: June 22, 2012