



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**BRYCE HOSPITAL**  
1651 RUBY TYLER PARKWAY  
TUSCALOOSA, ALABAMA 35404  
205-507-8000  
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL  
COMMISSIONER

AUDREY MCSHAN  
FACILITY DIRECTOR

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** MH Administrative Assistant VII      **OPEN DATE:** 4/22/2022  
**CLOSE DATE:** Until Filled

**JOB LOCATION:** Bryce Hospital      **NUMBER:** 22-18  
Tuscaloosa, Alabama      **JOB CODE:** G7000

### SALARY

- Range 68 (\$33,744.00 - \$56,433.60 Annually)
- Salary will be commensurate with experience and State of Alabama Personnel guidelines.

### BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
  - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

### MINIMUM QUALIFICATIONS

- High school diploma or GED equivalency, preferably supplemented by courses in typing and/or business practice.
- Extensive (72 months or more) responsible experience in office work.
- (24 months or more) in supervision or administrative matters requiring decision making responsibility.

### KIND OF WORK

- Coordinate the Facility Director's schedule, arrange appointments, set up meetings, schedule conference room, answer telephone, take messages, make travel arrangements, etc.
- Prepare committee agendas for Facility Management Team and special meetings, attend meetings, prepare minutes, and distribute appropriately
- Plan and organize work to include composing draft documents, and reading, sorting, and routing incoming mail.

- Maintain confidential and pertinent data for the Facility Director.
- Maintain employee files of staff supervised by the Facility Director.
- Enter and retrieve data from personnel and payroll system.
- Communicate sensitive information with ADMH staff via electronic, written, and verbal medias.
- Demonstrate appropriate communication with staff, patients, and families.
- Screen telephone calls and visitors to the Facility Director's office.
- Assist as backup in absence of ASA III for Risk Management in uploading investigations for review as completed.
- Maintains Joint Commission, CMS, and ADMH required documentation to ensure hospital compliance with standards.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of general office practices, procedures, and equipment.
- Good computer skills for both word processing and information retrieval.
- Ability to compose letters and other documents with only general instructions.
- Ability to communicate effectively, both verbally and in writing.
- Ability to manage and maintain confidential information.
- Ability to supervise the work of others.
- Ability to plan, organize, prioritize, and present information in an orderly manner.
- Ability to utilize appropriate telephone etiquette, good listening skills, good interpersonal skills.
- Ability to interact professionally with the general public, employees and patient's family concerns.

### **METHOD OF SELECTION**

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, 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.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

**Click Here to Apply Now:**

<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>

**Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.