



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



Kay Ivey
 Governor

Kimberly G. Boswell
 Commissioner

Audrey McShan
 Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: MH Administrative Assistant VII **OPEN DATE:** 5/10/2024
CLOSE DATE: Until Filled

JOB LOCATION: Bryce Hospital **NUMBER:** 24-10
 Tuscaloosa, Alabama **JOB CODE:** G7000

SALARY

- Range 68 (\$35,793.60 - \$59,865.60 Annually)
- Salary will be commensurate with experience. Limitations apply for current State employees.

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.
- 72 months or more responsible experience in office work including...
- 24 months or more experience in supervision or administrative matters requiring decision-making responsibility.

NOTE

- A college degree in business or a closely related field may substitute for the required supervisory or administrative experience on a year-for-year basis.

KIND OF WORK

- Coordinates the Facility Director’s schedule, arrange appointments, set up meetings, schedule conference room, answer telephone, take messages, make travel arrangements, etc.



- Prepares committee agendas for Facility Management Team and special meetings, attend meetings, prepare minutes, and distribute appropriately.
- Plans and organizes work to include reading, sorting, and routing incoming mail and composing draft documents.
- Maintains confidential and pertinent data for the Facility Director.
- Maintains employee files of staff supervised by Facility Director.
- Enters and retrieves data from personnel/payroll system.
- Communicates sensitive information with ADMH staff via electronic, written, and oral medias.
- Demonstrates appropriate communication with staff and patients and families.
- Screens telephone calls and visitors to the Facility Director's office.
- Assists as backup in absence of ASA III for Risk Management in uploading investigations for review as completed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general office practices, procedures, and equipment
- Skilled in the use of a computer for both word processing and information retrieval.
- Ability to compose letters and other documents with only general instructions.
- Ability to communicate effectively, 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](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.