



STATE OF ALABAMA  
 DEPARTMENT OF MENTAL HEALTH  
 TAYLOR HARDIN SECURE MEDICAL FACILITY  
 1301 JACK WARNER PARKWAY NORTHEAST  
 TUSCALOOSA, AL 35404-1060  
 205-462-4500  
 WWW.MH.ALABAMA.GOV



Kay Ivey  
 Governor

Kimberly G. Boswell  
 Commissioner

Daphne Kendrick  
 Facility Director

**EMPLOYMENT OPPORTUNITY**

**JOB TITLE:** Accounting Assistant I (Staffing Coordinator) **OPEN DATE:** 11/01/2024  
**CLOSE DATE:** Until Filled

**JOB LOCATION:** Taylor Hardin Secure Medical Facility Tuscaloosa, Alabama **NUMBER:** 24-32  
**JOB CODE:** K1000

**SALARY**

- Range 57 (\$28,514.40 – \$46,672.80 Annually).
- Salary will be commensurate with experience. Limitations apply to 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.
- Continuous opportunities for acquiring CE’s needed for maintaining professional license.
- 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**

- Graduation from a standard high school.
- 12 months or more responsible clerical accounting work experience.

**KIND OF WORK**

- Provides clerical support to the Nursing Services Department.
- Assists with scheduling, staff concerns and attendance.
- Assists with tracking leave requests, overtime slips, and timecards.
- Maintains an accurate filing system of documentation.
- Maintains and completes reports for tracking patient restrictions.



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

- Knowledge of computer programs, various software and general office equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to be courteous and professional at all times with patients, employees and the general public.
- Ability to maintain strict confidentiality.
- Ability to prepare, create, and disseminate data.
- Ability to multi-task functions
- Ability to work under pressure and meet strict deadlines.

### **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.