



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: M. H. Administrative Assistant VII **OPEN DATE:** 12/13/2024
CLOSE DATE: Until Filled

JOB LOCATION: Taylor Hardin Secure Medical Facility **NUMBER:** 24-35
 Tuscaloosa, Alabama **JOB CODE:** G7000

SALARY

- Range 68 (\$36,508.80 - \$61,063.20 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 CEU’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

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

- Serves as Office Manager of the Facility Director’s Office.
- Coordinates and maintains the Facility Director’s schedule, including weekly updates and calendar.
- Arranges appointments.
- Assists the Facility Director in communicating, delegating, and following up on staff assignments and other matters.
- Sets up conferences.
- Prepares and distributes agendas or meeting notes.
- Makes travel arrangements and/or necessary reservations.



- Reviews mail and routes to proper staff.
- Composes draft documents for review/signature.
- Manages and maintains files.
- Screens telephone calls and visitors.
- Supervises staff as assigned, including training, assigning, and monitoring work, taking appropriate disciplinary action when necessary, and completing performance appraisals.
- Verifies, tracks, records, obtains signatures and enters/retrieves data from personnel/payroll system for assigned staff.
- Performs other related duties necessary to the effective operations of the facility, as assigned and required by the facility director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general office practices, procedures, and equipment.
- Ability to utilize personal computers and relevant software.
- 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 make independent judgments.
- Ability to plan, organize, and present information in an orderly manner.
- Ability to supervise the work of others.
- Ability to utilize appropriate telephone etiquette, good listening skills, and good interpersonal skills.
- Ability to interact professionally with all levels of the Department staff, officials, and the public.

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.