



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



LYNN T. BESHEAR
COMMISSIONER

EMPLOYMENT OPPORTUNITY

JOB TITLE:	Administrator II	NUMBER:	20-25
JOB CODE:	A1500	DATE:	March 27, 2020
SALARY RANGE:	74 (\$41,277.60 - \$62,529.60)	PCQ#:	8813370
JOB LOCATION:	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36130-1410		

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in business administration, public administration, or a human services field.
- 24 months or more experience in the mental health field or public health field.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

KIND OF WORK:

- Serves as the Coordinator and Court Liaison for the Forensic Outpatient Services.
- Provides administrative oversight to the department’s Outpatient Forensics Program and assists the Director of Forensics Outpatient Services in implementing and managing an effective and efficient statewide forensic outpatient program.
- Coordinates the administrative process of requesting information needed from district attorneys, defense attorneys, juvenile probation officers, etc. to execute circuit court orders for outpatient forensic evaluations statewide.
- Routinely communicates with individuals and/or entities involved in the forensic outpatient evaluations process.
- Prepares reports and provides defendant status updates to the courts, district attorneys and defense counsels.
- Provides supervision of an administrative support assistant and/or temporary staff in the absence of the Director of Forensic Outpatient Services.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Code of Alabama, 1975 and the Alabama Rules of Criminal Procedure.
- Knowledge and ability in utilizing personal computers, internet resources and using Microsoft Office products.
- Ability to capture and analyze data.
- Ability to make administrative decisions.
- Ability to organize, plan, prioritize and monitor work activities to achieve established goals.
- Ability to express ideas clearly and in a concise manner, both orally and in writing.
- Ability to write clear and concise reports.
- Ability to establish and maintain effective working relationships with a broad range of individuals and organizations.
- Ability to manage large volumes of documents in a fast-paced office environment.

METHOD OF SELECTION: Applicants will be rated based on 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. 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.

DEADLINE: April 10, 2020

EQUAL OPPORTUNITY EMPLOYER

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