



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



Kay Ivey
 Governor

Kimberly G. Boswell
 Commissioner

EMPLOYMENT OPPORTUNITY

JOB TITLE: MH Administrative Assistant to the Commissioner **OPEN DATE:** 04/12/2024
CLOSE DATE: 04/26/2024

JOB LOCATION: Department of Mental Health **NUMBER:** 24-18
 RSA Union Building **JOB CODE:** G8000
 100 North Union Street
 Montgomery, AL 36130-1410

SALARY

- Range 73 (\$42,501.60 - \$71,083.20 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.
- 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.
- 72 months or more experience in office work, including...
- 48 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.

NECESSARY SPECIAL REQUIREMENTS

- Must have a valid driver’s license to operate a vehicle in the state of Alabama.



KIND OF WORK

- This is advanced and highly responsible administrative office support to the Commissioner, requiring extensive initiative, discretion, and judgment in making decisions in a wide variety of areas.
- Serves as Office Manager of the Commissioner's Office.
- Coordinates and maintains the Commissioner's schedule for both internal and external meetings and speaking engagements including producing weekly updates and managing the weekly calendar.
- Manages the Board of Trustees agenda, minutes, and posting.
- Interacts with staff, the Governor's Office on Constituent Services, consumers, family members, and the general public.
- Assists the Commissioner in communicating, delegating, and following up on staff assignments.
- Reviews and approves in-state travel requests, in-state and out-of-state travel reimbursements, and purchase requests.
- Manages the repair and maintenance of the Commissioner's vehicle.
- Attends meetings to record actions and recommendations.
- Composes and prepares various correspondence or documents for distribution and/or signature.
- Maintains and updates correspondence files.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the mental health and I/DD service delivery system.
- Knowledge of office management practices and principles.
- Knowledge of the mental health system.
- Knowledge of state government structure.
- Ability to interact with all levels of Department staff, officials, and the general public professionally.
- Ability to communicate effectively both verbally and in writing.
- Ability to make independent judgments.
- Ability to plan, organize, and present information effectively.
- Ability to utilize personal computers and relevant software (Excel, Access, Word, etc.).
- Ability to travel in-state and out-of-state when necessary.
- Ability to operate a state vehicle.

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)

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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

EQUAL OPPORTUNITY EMPLOYER

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.