



MH Administrative Assistant VII (Division of Administration)

Announcement Number	26-23	Job Code	G7000
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Employment Type	Full-Time
Job Location	Montgomery, AL – Central Office
Salary/Pay Rate	Range 68 (\$36,508.80- \$61,063.20 Annually)
Additional Salary Information	Salary will be commensurate with experience. Limitations apply to current State employees.
Open Date	04/24/2026
Close Date	05/08/2026

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.

Key Responsibilities

- Serves as Administrative Assistant to the Associate Commissioner for the Division of Administration.
- Provides high-level administrative and operational support requiring extensive initiative, discretion, and sound judgement.
- Assists the Associate Commissioner in communicating, delegating, and following up on assignments for division staff.
- Maintains the Associate Commissioner’s calendar and meeting schedule.
- Manages the Associate Commissioner’s direct reports leave requests and timecard approval process.
- Completes monthly invoice processing, distribution, and other administrative fiscal tasks.
- Assists the division’s Policy and Planning Director with the policy committee review process sending out meeting notices, assisting with policy revisions, developing agendas, assembling meeting materials, and maintaining meeting minutes.
- Assists with the division’s certification administration process registering new providers, monitoring user accounts, and providing technical assistance to users.
- Participates in special project initiatives, meetings, or trainings within the Administration Division or interagency upon request or as needed.
- Performs other duties for the division to include drafting performance appraisals, filing, scanning, composing written communication, processing travel requests, and initiating purchase requisitions and supply requests.

Required Knowledge, Skills, and Abilities (KSAs)

- Knowledge of the mental health delivery system.
- Knowledge of ADMH policies and procedures.

- Knowledge of the state governmental structure.
- Ability to interact with all levels of Department staff, public officials, and Mental Health stakeholders.
- Ability to multitask and prioritize roles and responsibilities, with the capacity to exercise independent judgement and handle frequent interruptions.
- Ability to communicate effectively, both orally and in writing with family members, consumers, and a variety of advocates.
- Ability to record, compile, and transcribe meeting minutes.
- Ability to proficiently operate a computer, specifically Microsoft Office and internet applications.

Employee Benefits

- 13 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Paid parental leave.
- Longevity bonus annually after 5 years of state service.
- 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](#).

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.**

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.

APPLY NOW