



STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH

RSA UNION BUILDING  
100 NORTH UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, AL 36130-1410  
WWW.MH.ALABAMA.GOV



Kay Ivey  
Governor

Kimberly G. Boswell  
Commissioner

**EMPLOYMENT OPPORTUNITY**

**JOB TITLE:** MH Administrative Assistant VII **OPEN DATE:** 10/11/2024  
**CLOSE DATE:** 10/25/2024

**JOB LOCATION:** Department of Mental Health  
RSA Union Building  
100 North Union Street  
Montgomery, AL **NUMBER:** 24-50  
**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.
- 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.

**KIND OF WORK**

- Serves as a receptionist and provides administrative support to the Alabama Department of Mental Health Commissioner’s Office.
- Serves as Administrative Assistant to the ADMH Chief of Staff.
- Greets visitors including cabinet members, consumers, families, and the general public.
- Reviews and approves the Commissioner’s departmental in-state and out-of-state travel.
- Receives incoming calls, takes messages, and makes referrals including calls from consumers needing services.
- Maintains supplies and inventory and prepares purchase orders and supply requisitions for the Commissioner’s Office.
- Provides clerical support including typing correspondence, faxing, copying, and scanning documents.



- Maintains the filing system for the Commissioner, Chief of Staff, and the Director of Legislative and Constituent Affairs.
- Opens, stamps, and organizes incoming mail.
- Prepares agenda and information packet for meetings.
- Records, composes, and distributes meeting minutes.
- Participates in special projects as requested such as internet-based research or editing of correspondence, memorandums, and other reports.
- Performs other duties as required to ensure that the routine functions are carried out for the Commissioner's Office.

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

- Knowledge of the Mental Health Delivery System.
  - Knowledge of ADMH policies and procedures.
  - Knowledge of general office practices, procedures, and equipment.
  - 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 proficiently operate a computer, specifically Microsoft Office and the internet.
  - Ability to plan, organize, prioritize, and present information in an orderly manner.
  - Ability to appropriately refer callers to the correct individuals or offices within the Department.
  - Ability to utilize appropriate telephone etiquette, good listening skills, and good interpersonal skills.
- Ability to interact professionally with various individuals including executives, employees, and the general 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)

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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 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.