



Board of Dental Examiners of Alabama

2229 Rocky Ridge Road, Birmingham, AL 35216

205.985.7267

www.dentalboard.org

OPERATIONS SPECIALIST

(Starting Salary Range: \$40,000.00-\$45,000.00)

Job Title: Operations Specialist (*NON-MERIT POSITION*)

Board Name: Board of Dental Examiners Alabama

Applications accepted through: *Until Position is Filled*

Location: on-site Birmingham, AL; M-F; 8:00 am-5:00 pm

Job Description: OPERATIONS SPECIALIST

The Board of Dental Examiners of Alabama is a semi-autonomous Board of the State of Alabama. The Board is comprised of seven members. Six members are licensed dentists, and one member is a licensed dental hygienist. The Board is responsible for the administration and enforcement of the laws and administrative regulations governing the practice of dentistry and dental hygiene in Alabama. The responsibilities of the Board include the examination, licensure, and registration of applicants whom it finds to be qualified to practice dentistry and dental hygiene; the presentation of the Alabama Dental Hygiene Program (“ADHP”), an accelerated certificate Program; efforts to ensure that all licensees are in compliance with the Dental Practice Act (Code of Alabama (1975) § 34-9-1, *et seq.*) and relevant portions of permanent administrative regulations; the authority to make, amend, and adopt reasonable rules and regulations governing the conduct of dentists, dental hygienists, and other dental auxiliaries; and the obligation to undertake, when appropriate, adjudicatory proceedings and disciplinary action against licensees.

The Operations Specialist is a staff member responsible to the Executive Director and tasked with assignments by the Financial Services Manager. The Operations Specialist is a full-time employee of the Board and serves at their pleasure. This position is an “at-will” position.

Essential Job Functions and Responsibilities:

General:

- Answer agency’s incoming phone calls and directing them to the appropriate staff
- Assist in maintaining office security by controlling access to the building; responding to visitors at the front door
- Sorting and processing mail
- Filing, scanning, and copying assistance, as needed
- Assist in generating agency correspondence to include letters, emails, and legal documents
- Data entry
- Administrative duties, as assigned

Licensing:

- Assist with vetting of licensing and permit applications

- Assist with recording of any physical payments (e.g., checks, money orders, etc.) received by mail/in-person into Check Log; forwarding payments to Accounting Specialist
- Assist with licensing/permit data entry into agency database
- Assist with additional steps in processing of license applications (e.g., additional documents, agency-required testing, etc.)
- Assist with license verifications from credentialing agencies
- Assist with responses to Public Records Requests
- Assist with processing of and mailing formal initial license certificates (wall certificates)

Accounting Specialist/Financial Services:

- Assist with filing weekly reporting information completed the previous week.
- Assist with audit files, both external and state.
- Assist with processing travel and compensation documents
- Assist with database cleanup and conversion, as assigned

Enforcement/Legal:

- Assist with copying documents for cases and preparation for administrative hearings
- Assist in returning phone calls and emails, as assigned
- Assist with data entry of investigative materials, as assigned

Required/Minimum Qualifications:

- Bachelor's or Associate Degree
- Minimum of 3 years office experience
- Experience with standard office equipment (e.g., phone, computer, printer, copier, etc.)
- Proficiency in Microsoft Office
- Strong written and verbal communication skills
- Strong organizational skills, detail-oriented, and adaptive
- Strong sense of discretion and sensitivity to confidential matters
- Courteous and professional demeanor

Benefits package includes:

Medical/Dental/Vision; Pension plan; Annual/Sick Leave; State Holidays

Please submit a cover letter and current resume or CV by mail or email to :

Board of Dental Examiners of Alabama
 c/o Dr. Mary Beth Finn, Financial Services Manager/Human Resources
 2229 Rocky Ridge Road
 Birmingham, AL 35216
marybeth@dentalboard.org

Questions: Call Dr. Mary Beth Finn at (205) 985-7267, ext. 3 or email at the above email address.