



# Board of Dental Examiners of Alabama

2229 Rocky Ridge Road, Birmingham, AL 35216

205.985.7267

[www.dentalboard.org](http://www.dentalboard.org)

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## **Board Operations & Compliance Coordinator**

(Starting Salary Range: \$55,000-\$65,000)

**Job Title:** Board Operations & Compliance Coordinator  
(NON-MERIT POSITION)

**Board Name:** Board of Dental Examiners of Alabama

**Applications accepted through: May 5, 2025**

### **Job Description:**

The Board of Dental Examiners of Alabama is a semi-autonomous board of the State of Alabama responsible for enforcing the laws and regulations governing the practice of dentistry and dental hygiene. The Board carries out investigations, oversees compliance, disciplines licensees, and ensures public protection through fair and consistent enforcement of the Dental Practice Act and associated regulations.

The Board Operations & Compliance Coordinator is a full-time position reporting to the Executive Director. This “at will” staff member plays a critical support role, with an emphasis on accurate data entry, recordkeeping, and process adherence in support of the Board’s enforcement and compliance efforts.

### **Primary Responsibilities:**

#### **Enforcement & Compliance Support (Priority Focus):**

- Input and maintain detailed enforcement-related records across **multiple platforms**, including internal databases, case tracking tools, and document management systems.
- Support investigations and case management by organizing complaint documentation, uploading case files, and tracking case timelines and outcomes.
- Work closely with legal and enforcement staff to ensure **timely and accurate data input** related to disciplinary actions, consent orders, subpoenas, and other legal proceedings.
- Assist in preparing hearing packets, notices, and related correspondence.
- Maintain confidentiality and accuracy in handling sensitive enforcement files and legal documents.
- Respond to internal inquiries related to enforcement cases and assist in compiling statistics or reports related to disciplinary activity.

#### **Data & Systems Management:**

- Perform high-volume **data entry across multiple platforms**, following specific and structured processes with precision.
- Help manage document workflows, ensuring digital and physical files are current,



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consistent, and audit ready.

- Assist with **data cleanup and migration efforts** as needed during system upgrades or platform transitions.

## Administrative Support:

- Mail distribution and processing.
- Serve as the first point of contact for front desk activity – phones, guests, and deliveries.
- Provide general administrative support to staff including filing, scanning, and correspondence.
- Draft and send letters, emails, and official Board communications as needed.

## Financial & Travel Support:

- Assist with board member travel, conference registrations, and related correspondence.
- Support preparation of materials for financial and compliance audits.

## Minimum Qualifications:

- Associate degree (2 years), Bachelor's degree preferred.
- Three years office coordination experience.

## Preferred Qualities:

- Strong organizational skills with a sharp eye for detail and accuracy.
- Proficiency in Microsoft Office Suite and the ability to learn new systems quickly.
- **Self-motivated, reliable, and able to work independently** without constant direction.
- Comfortable handling sensitive material and maintaining confidentiality.
- Previous experience in administrative support, compliance, enforcement, or regulatory environments is a plus – but not required.
- We're looking for a **go-getter** – someone who is eager to contribute, learn, and grow with the organization.

## To Apply:

Mail or email a copy of your resume or CV, along with applicable documentation of certifications to:

Dr. Mary Beth Finn

Human Resources

Board of Dental Examiners of Alabama

2229 Rocky Ridge Road

Birmingham, AL 35216

[marybeth@dentalboard.org](mailto:marybeth@dentalboard.org)