



KAY IVEY
GOVERNOR

STATE OF ALABAMA

DEPARTMENT OF MENTAL HEALTH

BRYCE HOSPITAL
1651 RUBY TYLER PARKWAY
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KIMBERLY G BOSWELL
COMMISSIONER
AUDREY L. MCSHAN
FACILITY DIRECTOR

ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION AN EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: Communications Officer

NUMBER: 21-25

JOB CODE: S8500

DATE: October 8, 2021

JOB LOCATION: Bryce Hospital
Tuscaloosa, Alabama

POSITION NO: 8801910

SALARY RANGE: 46 (21,084.00 to \$29,798.40)

MINIMUM QUALIFICATIONS: Graduation from a standard senior high school. Some (12 months or more) experience in the operation of a law enforcement radio and telephone switchboard preferred.

KIND OF WORK: Operates communication systems such as police radio, telephone, intercom, and switchboard; monitors alarm systems (fire alarm, door alarms, civil defense, etc.); disseminate information, handle complaints/requests from staff, patients, and visitors; write and complete Department of Mental Health/Bryce Hospital/Bryce Hospital Police Department forms and reports; maintains filing and storage of documents and reports; monitors for contraband/prohibited items and unauthorized persons entering the facility; organizes and schedule trips for transportation services; receives patient funds, issue/receive facility keys, register vehicles, and assist visitors with completion of the Visitation/Inventory forms; inputs data into the CARES system; maintains and/or disseminates information to proper authorities; issues parking decals; performs other related Bryce Hospital Police Department duties as necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge and use of proper English and grammar. Ability to be available in times of emergencies. Ability to work with all age groups. Ability to operate a telephone switchboard and radio system under heavy traffic. Ability to understand and follow written and oral instructions. Ability to be firm and tactful in dealing with patients, staff, and the public. Ability to remain alert, act quickly and use good judgment in emergencies. Ability to work shift hours and weekends as required.

METHOD OF SELECTION: Applicants will be rated on the basis of 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 above mentioned. 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.**

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at www.mh.alabama.gov. **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.

DEADLINE: Until Filled

EQUAL OPPORTUNITY EMPLOYER

Click Here to Apply:

<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>