



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**TAYLOR HARDIN SECURE MEDICAL FACILITY**  
1301 JACK WARNER PARKWAY NORTHEAST  
TUSCALOOSA, ALABAMA 35404-1060  
205-462-4500  
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL  
COMMISSIONER

KIMBERLY MCALPINE,  
FACILITY DIRECTOR

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

<b>JOB TITLE:</b>	Communications Officer	<b>NUMBER:</b>	21-18
<b>JOB CODE:</b>	S8500	<b>DATE:</b>	09-17-21
<b>JOB LOCATION:</b>	Taylor Hardin Secure Medical Facility 1301 Jack Warner Parkway Northeast Tuscaloosa, AL 35404	<b>POSITION NO:</b>	8824010
<b>SALARY RANGE:</b>	46 (\$21,084.00 - \$29,798.40)		

**MINIMUM QUALIFICATIONS:** Any combination of training and experience equivalent to graduation from a standard senior high school with 12 months experience in the operation of a Law Enforcement Radio and Telephone Switchboard preferred.

**KIND OF WORK:** Answer all incoming calls and connect to appropriate extension. Receive radio messages from police officers and take appropriate actions. Monitor the fire alarm and security systems. Serve as receptionist for the facility. Issue passes to visitors. Maintain work area in good order. Operate control room to include the monitors, NCIC computer, etc. Perform other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge and use of proper English and grammar. Ability to operate a telephone switchboard and radio system under heavy traffic. Ability to understand and follow written and oral instructions. Ability to firmly, but tactfully, deal with patients, staff, and the public. Ability to remain alert and act quickly and use good judgement in emergencies. Ability to work shift hours and weekends as assigned.

**METHOD OF SELECTION:** Applicants will be rated based on an evaluation of their training, 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 required. Security Clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an Application for Professional Employment (Exempt Classification) which may be obtained from our website at [www.mh.alabama.gov](http://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 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: October 15, 2021**

**JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**

Click Here to Apply:

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