



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
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MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



LYNN T. BESHEAR
COMMISSIONER

EMPLOYMENT OPPORTUNITY

JOB TITLE:	Mental Health Special Agent I	NUMBER:	19-54
JOB CODE:	S7000	DATE:	October 11, 2019
SALARY RANGE:	76 (\$45,532.80 - \$69,014.40)	PCQ#:	8812980
JOB LOCATION:	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, Alabama 36130		

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in Criminal Justice, Public Safety, Law, Public/Business Administration, Psychology, Forensic Services, Homeland Security, or a related field.
- 24 months or more experience in criminal investigative work with a law enforcement or regulatory agency.
- Preference may be given to individuals whose primary duties are criminal investigations within a criminal investigative unit.

NOTE:

- Experience in criminal investigative work above the minimum requirement may substitute for the Bachelor’s degree on a year-for-year basis.

NECESSARY SPECIAL REQUIREMENTS:

- Must possess APOST certification established by the Alabama Peace Officers Standards and Training Act as a certified law enforcement officer.
- Must also possess a valid driver’s license.

KIND OF WORK:

- Serves as a Special Agent for the Alabama Department of Mental Health’s Bureau of Special Investigations (BSI).
- Tracks and investigates criminal activity that occurs in the community service area and facilities regulated by the Alabama Department of Mental Health. ADMH hospitals and facilities.
- Conducts investigations into alleged violations of criminal statutes.
- Investigates alleged or suspected violations of laws and statutes.
- Effects arrests and/or prepares cases for grand juries.
- Prepares documentation regarding cases and other ADMH business.
- Provides training for law enforcement in dealing with individuals who are in mental health crisis.

- Establishes and maintains effective working relationships with local law enforcement and community mental health providers.
- Carries out special directives and duties assigned by the Director of BSI.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the rules of evidence and the application of constitutional law to criminal cases.
- Knowledge of criminal law, legal rights of individuals involved in crimes, laws of evidence, and court procedures.
- Knowledge of the criminal justice system.
- Ability to prepare detailed and summary reports of evidence surrounding a case.
- Ability to plan the work involved in criminal investigations and work multiple cases assigned.
- Ability to preserve evidence and information.
- Ability to perform the physical duties involved in conducting investigations.
- Ability to conduct training sessions for other law enforcement agencies.
- Ability to communicate in a clear and concise manner, both verbally and in writing.
- Ability to utilize a computer, internet resources, and various software packages.
- Ability to travel extensively throughout the state.
- Ability to complete assignments with little supervision.
- Ability to work nights and weekends.

METHOD OF SELECTION: Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance 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 official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded 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: November 22, 2019

EQUAL OPPORTUNITY EMPLOYER

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