



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



Kay Ivey
 Governor

Kimberly G. Boswell
 Commissioner

Daphne Kendrick
 Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: MH Police Communications Officer **OPEN DATE:** 11/01/2024
CLOSE DATE: Until Filled

JOB LOCATION: *Administrative Base **NUMBER:** 24-67
 Department of Mental Health **JOB CODE:** S8500
 100 North Union Street
 Montgomery, Alabama
 * Will be housed at Taylor Hardin located in Tuscaloosa*

SALARY

- Range 62 (\$31,444.80- \$ 52,761.60 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Continuous opportunities for acquiring CE’s needed for maintaining professional license.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS

- Graduation from a standard high school.
- 12 months or more experience in the operation of a Law Enforcement Radio and Telephone Switchboard preferred.

KIND OF WORK

- Answers all incoming calls and connects to the appropriate extension.
- Receives radio messages from police officers and takes appropriate actions.



- Monitors the fire alarm and security systems.
- Serves as receptionist for the facility.
- Issues passes to visitors.
- Maintains the work area in good order.
- Operates 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 act quickly and use good judgment in emergencies.
- Ability to work shift hours and weekends as assigned.

METHOD OF SELECTION

- Applicants will be rated based on 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 mentioned above.
- 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.**

Click Here to Apply Now:

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

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.