



## MH Police Communications Officer

<b>Announcement Number</b>	26-27	<b>Job Code</b>	S8500
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<b>Employment Type</b>	Full-Time
<b>Job Location</b>	Administrative Base* Department of Mental Health 100 North Union Street Montgomery, Alabama *Will be housed at Bryce Hospital located in Tuscaloosa
<b>Salary/Pay Rate</b>	Range 62 (\$31,444.80- \$ 52,761.60 Annually).
<b>Additional Salary Information</b>	Salary will be commensurate with experience. Limitations apply to current State employees.
<b>Open Date</b>	05/15/2026
<b>Close Date</b>	06/12/2026

### 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.

### Key Responsibilities

- 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.
- Issues and receives Facility keys, decals and ID to staff and contract workers.
- Receives and records patient funds.
- Receives and records legal papers from the court(s).
- Completes a department daily log of your activities.
- Performs other related duties as assigned.

### Required Knowledge, Skills, and Abilities (KSAs)

- 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.

### Employee Benefits

- 13 paid holidays.
- 1 personal leave day accrued each January.

- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Paid parental leave.
- Longevity bonus annually after 5 years of state service.
- Continuous opportunities for acquiring CEU'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](#).

### 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.**

### 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.

**APPLY NOW**