



BOB RILEY
GOVERNOR

STATE OF ALABAMA
**DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION**

SEARCY HOSPITAL

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JOHN M. HOUSTON
COMMISSIONER

BEATRICE J. MCLEAN
FACILITY DIRECTOR

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT OF INTENT TO FILL VACANT NON-MERIT POSITIONS

JOB TITLE: Data Operations Technician II **NUMBER:** 07-02

JOB CODE: D1500 **POSITION #:**

SALARY RANGE: (52) \$20,791.20 - \$30,139.20 Annually **DATE:** 1/9/2007

JOB LOCATION: Searcy Hospital, Mt. Vernon, AL

QUALIFICATIONS: Any combination of training and experience equivalent to: Graduation from a standard senior high school, Experience in operating data entry equipment, computers and computer peripheral equipment.

KIND OF WORK: Operating data recording machines, keyboard display terminals, central processing unit and peripheral communication test and control, batch job submission and control, preparing equipment for operations; obtaining, loading and unloading appropriate paper and mass storage components: monitoring machine operation, removing and preparing output for distribution, keeping required records, performing routine maintenance on all equipment, scheduling of data entry and computer systems. Performs routine technical duties in operating a variety of input, output, and external storage devices which are part of an electronic computer system. Performs related work duties as assigned. Work is performed under the supervision of a technical or administrative supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the operation and care of data entry, digital computer and its peripheral equipment

Knowledge of the principles and methods used in obtaining maximum utilization of computer equipment

Working knowledge of the capabilities of the general purpose digital computer and its peripheral equipment

Ability to operate keyboard data equipment accurately and rapidly

Ability to understand and follow oral and written instructions

Ability to establish and maintain effective working relationships with associates and supervisors

Ability to perform operational tasks with very low error rate

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience, 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 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 official Application for Professional Employment (Exempt Classification) which may be obtained from this office. Applications should be returned to **SEARCY HOSPITAL, OFFICE OF HUMAN RESOURCES, P.O. BOX 1090, MT. VERNON, AL 36560** by **OPEN UNTIL FILLED** in order to be considered for this position. Applications may also be obtained from our web site at www.mh.alabama.gov.

COPIES OF LICENSES/CERTIFICATIONS SHOULD BE FORWARDED WITH YOUR APPLICATION OR FURNISHED DURING INTERVIEW. AN OFFICIAL COPY OF ACADEMIC TRANSCRIPTS IS REQUIRED AND MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE OFFICE OF HUMAN RESOURCES AT THE ABOVE ADDRESS. DRUG SCREENING REQUIRED.