



BOB RILEY  
GOVERNOR

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

**SEARCY HOSPITAL**  
P.O. BOX 1090  
MT. VERNON, ALABAMA 36560  
PHONE: (251) 662-6700  
FAX: (251) 829-9075



JOHN M. HOUSTON  
COMMISSIONER

BEATRICE J. MCLEAN  
FACILITY DIRECTOR

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

**JOB TITLE:** MH Security Officer II

**NUMBER:** 07-64

**JOB CODE:** S3000

**POSITION #:** 8824220

**SALARY RANGE:** (60) \$25,569.60 – \$37,960.80 Annually

**DATE:** 10/11/2007

**JOB LOCATION:** Searcy Hospital, Mt. Vernon AL

**QUALIFICATIONS:** Any combination of training and experience equivalent to: Graduation from a standard senior high school, supplemented by an approved course conducted by a police academy. Some (12) months recent responsible experience in police or security work. Investigative experience is preferred.

**NECESSARY SPECIAL QUALIFICATIONS:** Must meet the requirements of the Alabama Peace Officers Standards and Training Act. Possession of a valid Alabama driver's license.

**KIND OF WORK:** This is supervisory police work protecting property and maintaining safety and security of a state mental health facility. An employee in this class supervises police activities on a particular shift. Shift work is required. Work involves safe guarding facility property, clients, and employees against fire, theft, vandalism, and other hazards. An important aspect of the work is the availability of the employee in time of emergencies or unexpected incidents. Assignments are received in the form of oral or written orders from a superior police officer or other facility officials. Work conforms with established laws, rules, and policies and is reviewed through reports, conferences, and accomplishments. This position requires involvement in various aspects of investigative work, searches for clients, inspection of vehicles and the writing of citations. Work also includes regulating the activities of clients, employees and the general public.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of State laws and the use of firearms. Knowledge of fire prevention and safety, and first aid. Ability to deal firmly but tactfully with the public and to react calmly and efficiently in the event of an emergency. Ability to operate police vehicles safely. Skilled in the performance of police activities of patrolling, monitoring, investigations, inspections of vehicles, and completing citations. Ability to write clear, concise reports. Ability to communicate effectively orally and in writing. Ability to be objective and fair in all situations. Ability to deal with clients, employees, and others with respect to their rights. Ability to work with all age groups. Ability to be available in time of emergencies.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience, and applicants 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 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 may also be obtained from our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). Applications should be returned to **SEARCY HOSPITAL, OFFICE OF HUMAN RESOURCES, P.O. BOX 1090, MT. VERNON, ALABAMA 36560** by **OPEN UNTIL FILLED** in order to be considered for the position.

**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.**