



BOB RILEY  
GOVERNOR

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

North Alabama Regional Hospital  
4218 HIGHWAY 31 SOUTH  
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JOHN M. HOUSTON  
COMMISSIONER

CHARLES R. CUTTS  
FACILITY DIRECTOR

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

|                             |  |                       |                              |
|-----------------------------|--|-----------------------|------------------------------|
| <b><u>JOB TITLE:</u></b>    | <b>DMH/MR Security Officer I/Trainee</b>   | <b><u>NUMBER:</u></b> | <b>05-12</b>                 |
| <b><u>JOB CODE:</u></b>     | <b>S2000 / S1000</b>   | <b><u>DATE:</u></b>   | <b>10-06-05</b>              |
| <b><u>SALARY RANGE:</u></b> | <b>56 (\$21,330.20 - \$31,641.60) Officer<br/>50 (\$19,312.80 - \$27,316.80) Trainee</b> | <b><u>POS.#:</u></b>  | <b>8820429 &amp; 8820422</b> |
| <b><u>JOB LOCATION:</u></b> | <b>North Alabama Regional Hospital<br/>4218 Highway 31 South<br/>Decatur, AL 35603</b>   |                       |                              |

**QUALIFICATIONS:** Graduation from a standard senior high school. Candidate must have successfully completed a certified State of Alabama Police Academy for Officer position. For Trainee position, any combination of training and experience equivalent to graduation from a standard senior high school. Trainee candidate must be eligible for admission to the Law Enforcement Academy and meet all requirements of the Alabama Peace Officers' Standards and Training Act. All candidates must possess a valid Alabama drivers' license.

**KIND OF WORK:** This is routine police work protecting and maintaining the security of a facility serving people with mental illness. Employees in this class are responsible for patrolling the grounds of the facility to protect and guard property and persons from fire, theft, trespassers, or other hazards. Work involves regulating and/or investigating the activities of patients, employees, and the general public, and includes exercising police powers. Work is performed in accordance with prescribed rules and regulations under the general supervision of a higher-ranking police supervisor.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to operate police vehicles safely. Ability to deal tactfully with the public and to react calmly and efficiently in the event of an emergency. Ability to be objective and fair in all situations. Ability to deal with patients, employees, and others with respect to their rights. Ability to write clear, concise reports. Must have good verbal and written communication skills.

**METHOD OF SELECTION:** Applicants will be rated on the basis of their training, 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 screenings and security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

**HOW TO APPLY:** Use an official Application For Professional Employment which may be obtained from this office, any DMH/MR facility Personnel Department, or online at [www.mh.state.al.us](http://www.mh.state.al.us). Application should be returned to the Personnel Office, North Alabama Regional Hospital, 4218 U. S. Highway 31 South, Decatur, Alabama 35603 by **UNTIL FILLED** in order to be considered for this position. Copies of license, if appropriate, should be forwarded with the application. **Please have an official copy of graduate transcript forwarded to the Personnel Office at the above address.** EOE