STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION
W.D. PARTLOW DEVELOPMENTAL CENTER

TUSCALOOSA, ALABAMA 35401
PHONE (205) 553-4550
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BOB RILEY
GOVERNOR

JOHN M. HOUSTON
COMMISSIONER

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

JOB TITLE: Communications Officer

NUMBER: 07-18

JOB CODE: S8500

DATE: 9/28/2007

SALARY RANGE: 46 ($19,010.40 -- $26, 865.60)

POSITION #: 8822161
8820280
8820281
8820282
8809392

JOB LOCATION: W. D. Partlow Developmental Center
Tuscaloosa, Alabama

QUALIFICATIONS: Graduation from a standard senior high school. Twelve (12) months or more experience in the operation of a law enforcement radio and telephone switchboard preferred.

KIND OF WORK: This is skilled work operating telephone switchboard, emergency and law enforcement communication equipment at a state residential facility serving clients with mental retardation. Work will be performed under the supervision of the Director of Security. The essential duties and responsibilities include the following: Manage / conduct / provide facility communications and switchboard operations in a professional manner. Receive / transmit / route information using telephone switchboard and law enforcement communication equipment. Greet / receive visitors to the facility providing needed information, parking permits, visitor passes, directions and recording visits. Operate / monitor / respond to emergency detection / warning systems (fire alarm, weather alert, communication devices) taking appropriate emergency action. Contact / notify the Facility Director and/or other critical facility personnel and/or outside emergency responders in the event of an emergency situation. Process outgoing and incoming facility mail. Document staff call-ins (non-scheduled absence) for all facility departments. Receive notification / document census information and use of restraints. Perform routine clerical duties for the Communications and Security departments to include, but not limited to the preparation / filing / maintenance / use of communication and police documents as assigned by the Director of Security.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to remain alert, respond quickly, and use good judgment in high stress and emergency situations. Ability to speak clearly and distinctively. Knowledge and use of proper English and grammar. Knowledge of and ability to operate telephone switchboard and police / emergency (fire alarm / weather alert) communications equipment effectively. Ability to accurately record and process incoming information. Ability to interact / communicate with the general public, clients, and staff

professionally, tactfully and firmly when necessary. Knowledge of ability to operate postal equipment and ability to process incoming and outgoing mail; both U.S. and in-house. Ability to perform routine clerical functions to include preparation, typing, processing, and filing Police / Communication documents to include, but not limited to shift reports, incoming call logs, driver's license information, parking permits, traffic violations, fire drill reports and incident / accident / offense reports. Ability to assigned shift hours, work days and weekends.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experience related to the duties and minimum qualification requirements mentioned above. All relevant information is subject to verification. Drug screens and security clearances will be conducted on prospective applicants given serious consideration for employment and whose job requires direct contact with facility consumers.

HOW TO APPLY: Use an official DMH/MR Application for Professional Employment, which may be obtained from this facility's Personnel Office. **The application must be returned to W. D. Partlow Developmental Center, Personnel Office, P. 0. Box 1730, Tuscaloosa, AL 35403 by close of business day <u>Until Filled</u> in order to be considered for this position.**