



BOB RILEY
GOVERNOR

STATE OF ALABAMA
**DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION**
WILLIAM D. PARTLOW DEVELOPMENTAL CENTER
1700 UNIVERSITY BLVD., EAST
TUSCALOOSA, ALABAMA 35403
PHONE (205) 553-4550
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JOHN M. HOUSTON
COMMISSIONER

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

JOB TITLE: MH Security Officer Trainee

NUMBER: 08-06

JOB CODE: S1000

DATE: February 8, 2008

JOB LOCATION: Partlow Developmental Center
1700 University Blvd., East
Tuscaloosa, AL 35403

POSITION #: 8809295

SALARY RANGE: (61) \$25,569.60 -- \$38,892.20 Annually

QUALIFICATIONS: Graduation from a standard senior high school.

NECESSARY SPECIAL REQUIREMENTS: Must be eligible for admission to the Law Enforcement Academy and meet all requirements of the Alabama Peace Officers Standards and Training Act. Possession of a valid Alabama driver's license. Must be accepted / enrolled in an Alabama Peace Officer Standards and Training Commission, Basic Police Training course within six (6) months of employment.

KIND OF WORK: This is routine police work of a training capacity responsible for assuring the safety of clients and the security of property at a state residential developmental center serving people with mental retardation. Work involves monitoring / regulating the activities of clients, staff, and the public. Work is performed in accordance with prescribed rules and regulations. Work requires rotating shifts and overtime availability. Supervision is received through daily instruction and inspection by a supervising police officer. Specific duties include the following: Patrol Center grounds and buildings to assure an orderly, safe and secure physical environment. Respond / intervene effectively during incidents / situations in order to facilitate order and resolution. Search for missing clients. Monitor / maintain / assure proper working condition of security and emergency equipment. Conduct investigations of incidents in order to determine facts to include client abuse / neglect allegations, theft / missing property, client injuries, elopements, etc. Write / complete documents in order to record / maintain accurate information. Enforce traffic / parking regulations to support Center safety. Conduct emergency (fire, weather) training / drills.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to monitor / observe the facility's physical environment for potential dangers / safety issues. Ability to respond quickly in emergency situations and conduct duties in an effective and professional manner. Ability to assess situations, ascertain pertinent facts and document information accurately. Ability to

learn / understand / apply applicable laws, policies and regulations. Ability to learn / follow standard police procedures. Ability to communicate clearly and concisely, both orally and in writing, and the ability to prepare accurate written reports. Ability to establish and maintain cooperative and effective working relationships. Ability to exercise diplomacy and appropriate level of assertiveness when dealing with others during sensitive situations. Knowledge of standard police / security equipment. Ability / willingness to follow and carry out written and oral instructions. Acceptance to attend an Alabama Peace Officers Standards and Training Commission, basic police training course within six months of appointment to trainee position, and successful completion of the working test period. Ability to work any shift assignment and frequent weekends, holidays and overtime.

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 qualifications as identified above. All relevant information is subject to verification. Drug testing and 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", which may be obtained from this office, or any Department of Mental Health and Mental Retardation Facility Personnel Office. The application should be returned to W. D. Partlow Developmental Center, Personnel Office, P.O. Box 1730, Tuscaloosa, AL 35403 by close of business on **March 7, 2008**, in order to be considered for this position.