



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH  
AND MENTAL RETARDATION**  
RSA UNION BUILDING  
100 N. UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410



JOHN M. HOUSTON  
COMMISSIONER

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

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**ANNOUNCEMENT NUMBER: 06-06**

**JOB TITLE:** Mental Health Special Agent I

**JOB CODE:** S7000 **DATE:** 2/14/06

**SALARY RANGE:** (72) \$31,642 - \$48,003 **PCQ#:** 8813193

**JOB LOCATION:** Department of Mental Health and Mental Retardation  
RSA Union Building  
100 N. Union Street  
Montgomery, Alabama 36130-1410

**QUALIFICATIONS:** Graduation from an accredited college or university with a degree in Criminal Justice, Criminology, Justice and Public Safety or a related field.

**Investigative experience with a law enforcement or regulatory agency may be substituted for all or part of these basic requirements upon approval of the Job Evaluation Committee.**

**KIND OF WORK:** This is responsible investigative work of a confidential nature concerning incidents involving consumers and employees, with the Alabama Department of Mental Health and Mental Retardation facilities. Conducts alleged or suspected violations of law and statutes. Conducts field investigations to ascertain facts and obtains evidence of incidents involving homicides, suicides, escapes, theft, drug violations, abuse and neglect complaints and other violations of criminal statutes. Conducts training with other law enforcement agencies. Evaluates and prepares investigative reports for presentation to a superior agent. Also gives testimony at criminal justice system proceedings and administrative hearings. Must be willing to accept on-call responsibilities to include after-hours and weekend work. Must also be willing to make overnight travel visits to various facilities throughout the state.

**MH Special Agent I**  
(continued) #8813193

**NECESSARY SPECIAL REQUIREMENTS:**

Must possess or be eligible to possess certification established by the Alabama Peace Officers Standard and Training Act as a certified law enforcement officer. Must also possess a valid driver's license.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of rules of evidence and the application of constitutional law to criminal cases. Knowledge of the rights of individuals involved in a crime, criminal law and court procedures. Ability to prepare detailed and summary reports of evidence surrounding a case. Ability to plan the work involved in criminal investigations and work multiple cases assigned. Ability to write and speak effectively. Ability to preserve evidence and information. Ability to perform the physical duties involved in conducting investigations and apprehending defendants. Ability to provide training sessions to other law enforcement agencies. Ability to conduct overnight travel and manage "on-call" schedule.

**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 may 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* (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE, ANY DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION FACILITY PERSONNEL OFFICE, OR BY VISITING THE WEBSITE AT: [www.mh.state.al.us](http://www.mh.state.al.us). ONLY WORK EXPERIENCE DETAILED ON THE APPLICATION FORM WILL BE CONSIDERED. ADDITIONAL SHEETS, IF NEEDED, SHOULD BE IN THE SAME FORMAT AS THE APPLICATION. THE APPLICATION SHOULD **INDICATE THE POSITION TITLE AND ANNOUNCEMENT NUMBER** OF THE VACANCY FOR WHICH YOU ARE APPLYING AND SHOULD BE RETURNED TO: *HUMAN RESOURCES MANAGEMENT, DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION, P.O. BOX 301410 RSA UNION BUILDING, 100 N. UNION STREET, MONTGOMERY, AL. 36130* BY: **March 10, 2006** IN ORDER TO BE CONSIDERED FOR THIS POSITION. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT(S) FORWARDED ALONG WITH THE APPLICATION TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.**