

Continued #07-08

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Federal and State Laws, rules, and guidelines pertaining to personnel and employment
- Knowledge of State Personnel and DMH/MR rules, policies, and procedures
- Knowledge of employment selection devices such as structured interviews and written tests.
- Knowledge of federal rules and regulations as relating to classification, recruitment, selection, and placement
- Knowledge of various governmental organizations, functions, programs, and services.
- Knowledge of interviewing techniques
- Ability to interpret, apply, and communicate a variety of policies, procedures, and regulations
- Ability to meet and work effectively with supervisors, associates, departmental employees, job applicants, administrative officials, and the general public
- Ability to gather, correlate, and analyze facts, and recommends solutions.
- Ability to express ideas and comments in a clear and concise manner both orally and in writing
- Ability to exercise good judgment in evaluating situations.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience, 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.

HOW TO APPLY: An official *Application for Professional Employment* may be obtained from this office, at any Department of Mental Health and Mental Retardation Facility personnel office, or by visiting the website at: www.mh.state.al.us. **Only work experience detailed on the application form will be considered.** Additional sheets, if needed, MUST be in the same format as the application. **Resumes will not be accepted in lieu of an official application.** Applications should be returned to the **Office of Human Resource Management, Alabama Department of Mental Health and Mental Retardation, P.O. Box 301410, Montgomery, Alabama 36130-1410**
PLEASE HAVE AN OFFICIAL COPY OF YOUR TRANSCRIPT(S) FORWARDED TO THE PERSONNEL OFFICE ADDRESS ABOVE.

DEADLINE FOR RECEIVING APPLICATIONS: MARCH 23, 2007