



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

BRYCE HOSPITAL
200 UNIVERSITY BOULEVARD
TUSCALOOSA, ALABAMA 35401
Phone (205) 507-8320
Fax (205) 507-8352



JIM REDDOCH, J. D.
COMMISSIONER
SHELIA PENN, BSN, MPH
HOSPITAL DIRECTOR

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

JOB TITLE: Communications Officer

NUMBER: #14-10

JOB CODE: S8500

POS #: 8801226

SALARY RANGE: (46) - \$19,675.20 to \$27,806.40

DATE: May 30, 2014

JOB LOCATION: Bryce Hospital

QUALIFICATIONS: Graduation from a standard senior high school. Some experience (12 months or more) in the operation of a law enforcement radio and telephone switchboard preferred. Proficiency in Microsoft Office Suite is also preferred.

KIND OF WORK: Operate communication systems (Police radio, telephone, and intercom). Maintain daily record of all radio broadcasts. Write and complete reports and forms. Monitor alarm systems (fire alarm, door alarms, civil defense, etc.). Receive patient monies and other valuables for safekeeping after business hours. Maintain and/or disseminate information to proper authorities. Process visitor slips. Distribute facility keys. Issue parking decals (permanent and temporary). Perform other related Bryce Hospital Police Department duties, as necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to be available in times of emergencies. Ability to work with all age groups. Knowledge and use of proper English and grammar. Ability to operate a telephone switchboard and radio system under heavy traffic. Ability to understand and follow written and oral instructions. Ability to be firm and tactful in dealing with patients, staff and the general public. Ability to remain alert, act quickly and use good judgment in emergencies. Ability to work shift hours and weekends as required.

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 experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. 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 (exempt classification) which may be obtained from this office or the official web site www.mh.alabama.gov. The Application Should Be Returned to Personnel Office, Bryce Hospital, 200 University Blvd., Tuscaloosa, Alabama, 35401 BY **June 13, 2014** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** *Only Work Experience Listed On The Application Form will be considered. Additional sheets if needed, should be in the same format as the applications. Resumes will not be accepted in lieu of an official application*