



BOB RILEY
GOVERNOR

STATE OF ALABAMA
**DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION**

SEARCY HOSPITAL
P.O. BOX 1090
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JOHN M. HOUSTON
COMMISSIONER
BEATRICE J. MCLEAN
FACILITY DIRECTOR

AN EQUAL OPPORTUNITY EMPLOYER
RE-ANNOUNCEMENT OF INTENT TO FILL VACANT NON-MERIT POSITION

JOB TITLE: MH Security Officer II

NUMBER: 06-10

JOB CODE: S3000

POSITION #: 8805551

SALARY RANGE: (60)\$24,705.60 - \$36,676.80 Annually

DATE: 10/3/2006

JOB LOCATION: Searcy Hospital, Mt. Vernon AL

QUALIFICATIONS: Any combination of training and experience equivalent to: Graduation from a standard senior high school, supplemented by an approved course conducted by a police academy. Some (12 months) recent responsible experience in police or security work. Investigative experience is preferred.

NECESSARY SPECIAL QUALIFICATIONS: Must meet the requirements of the Alabama Peace Officers Standards and Training Act. Possession of a valid Alabama driver license.

KIND OF WORK: This is supervisory police work in protecting property and maintaining safety and security of a state mental health facility. Work assures the continuing operation and function of the Police Department, which operates seven days a week, twenty-four hours a day. Conduct in-depth investigations in order to ensure protection of patients, employees, visitors, and property. Interview complainants, witnesses, victims, suspects, and others as necessary. This position is responsible for patrolling or monitoring the grounds to protect and guard property, patients and employees from fire, theft, vandalism, and other hazards. This position requires involvement in various aspects of investigative work, patient elopements, inspection of vehicles and the writing of citations. An important aspect of the work is the availability of the employee in times of emergencies or unexpected incidents. Work is performed in accordance with prescribed rules and regulations and policies and reviewed through reports, conferences, and accomplishments. Assignments are received in the form of oral or written orders from a superior police officer or other facility official.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to supervise subordinates, and maintain a harmonious work environment. Knowledge of State laws and the use of firearms. Knowledge of fire prevention and safety, and first aid. Ability to deal firmly but tactfully with the public and to react calmly and efficiently in the event of an emergency. Ability to operate police

vehicles safely. Skilled in the performance of police activities of patrolling monitoring, investigations, inspections of vehicles, and completing citations. Ability to write clear, concise reports. Ability to communicate effectively verbally and in writing. Ability to be objective and fair in all situations. Ability to deal with patients, employees, and others with respect to their rights. Ability to work with all age groups. Ability to be available in time of emergencies.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and applicants 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 Screening Required. Security clearances will be conducted on prospective applicants being serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official Application for Professional Employment (Exempt Classification) which may be obtained from this office. Applications should be returned to **SEARCY HOSPITAL, OFFICE OF HUMAN RESOURCES, P.O. BOX 1090, MT. VERNON, ALABAMA 36560** by **OPEN UNTIL FILLED** in order to be considered for the position.

COPIES OF LICENSES/CERTIFICATIONS SHOULD BE FORWARD WITH YOUR APPLICATION OR FURNISHED DURING INTERVIEW. AN OFFICAL COPY OF ACADEMIC TRANSCRIPTS IS REQUIRED AND MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE OFFICE OF HUMAN RESOURCE MANAGEMENT AT THE ABOVE ADDRESS. DRUG SCREEING REQOURIED.