



BOB RILEY
GOVERNOR

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

North Alabama Regional Hospital
4218 HIGHWAY 31 SOUTH
DECATUR, ALABAMA 35603

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JOHN HOUSTON
COMMISSIONER

CHARLES R. CUTTS
FACILITY DIRECTOR

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

<u>JOB TITLE:</u>	Communications Officer	<u>NUMBER:</u>	07-05
<u>JOB CODE:</u>	S8500	<u>DATE:</u>	06-28-07
<u>SALARY RANGE:</u>	46 (\$18,367.20- \$25,956)	<u>POS.#:</u>	8820278
<u>JOB LOCATION:</u>	North Alabama Regional Hospital 4218 US Highway 31 South Decatur, AL 35603		

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 equipment is preferred.

KIND OF WORK: The individual in this position operates the Switchboard at the facility and communicates with the facility Police/Security personnel with provided communication equipment. Greets visitors, including law enforcement personnel, directing them to appropriate destinations. Acts as receptionist, monitors visitation, fire alarm and weather alert equipment. Maintains daily reports and all communication equipment. Files communication reports.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge and use of proper English and grammar. Ability to operate a telephone switchboard and radio system/Linc under heavy traffic. Experience in filing/maintaining records. Ability to firmly, but tactfully, deal with patients, staff, and the public. Ability to remain alert, act quickly, and use good judgment in emergencies. Ability to work shift hours and weekends as assigned.

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 stated above. All relevant information is subject to verification.

Drug screenings and 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, which may be obtained from this office or any DMH/MR facility Personnel Department or online at www.mh.alabama.gov. Applications for employment should be returned to the Personnel Office, North Alabama Regional Hospital, 4218 US Highway 31 South, Decatur, Alabama 35603. Applications for this position should be returned by **JULY 13, 2007** in order to be considered for this position. Copies of license, if appropriate, should be forwarded with the application for employment. **Please have an official copy of graduate transcript forwarded to the Personnel Office at the above address, if applicable. EOE**