



**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of the common law and the state and federal laws particularly in regards to general administrative and regulatory functions of state government. General knowledge of Department of Mental Health operations, both programmatic and administrative. Knowledge of the principles, methods, materials, and practices of legal research. Knowledge of land management and real property inventory systems. Knowledge of state laws and regulations associated with ADMH and Mental Health Finance Authority properties. Knowledge of the Land Sales Act. Knowledge of contracts and leasing agreements. Knowledge of resources of information and ability to read and interpret abstracts of title. Ability to analyze legal documents and instruments.

**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 duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given 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, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

**DEADLINE: March 4, 2016**