



BOB RILEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



JOHN M. HOUSTON
COMMISSIONER

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

JOB TITLE: Mental Health Special Agent III **NUMBER:** 10-16
JOB CODE: S8000 **DATE:** 12/10/10
SALARY RANGE: 78 (\$47,757.60-\$72,686.40) **PCQ#:** 8813244
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

QUALIFICATIONS: Bachelor's degree in criminal justice or related field and extensive experience (72 months) conducting investigations with a law enforcement agency or regulatory agency or any equivalent combination of education and experience.

NECESSARY SPECIAL REQUIRMENTS: Must possess or be eligible to possess certification established by the Alabama Peace Officers Standards and Training Act as a certified law enforcement officer. Must also possess a valid driver's license.

KIND OF WORK: This is highly responsible administrative and supervisory work in coordinating, developing and directing a Department Investigations Program. Work is performed with considerable independence and is reviewed through conferences with administrative superior for program effectiveness and conformance with established laws, policies, and regulations. This position coordinates investigations by reviewing reports from subordinates in order to determine if adequate information has been supplied, establishes the focus of each investigation and determines procedures for implementation. In addition, the position performs supervisory duties and directs special projects and investigations, testifies in administrative, civil, criminal, or other proceedings concerning investigative findings and advises departmental officials of potential trouble areas through intelligence gained during investigations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Extensive knowledge of the basic rules of evidence and the application of constitutional law to criminal cases. Extensive knowledge of the criminal justice system. Extensive knowledge of criminal law, legal rights of individuals involved in crimes, laws of evidence and court procedures. Thorough knowledge of the operations of the Department of Mental Health and its relationship to the criminal justice system. The ability to communicate effectively orally and in writing. Ability to perform

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investigations, ascertain facts, collect evidence, and testify in court regarding such investigations. Ability to effectively perform the physical duties involved in conducting investigations. Ability to travel extensively throughout the state. Ability to work nights and weekends.

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 testing and security clearances may be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with consumers.

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. **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, RSA Union Building, 100 North Union Street, Montgomery, Alabama 36130. **An official copy of academic transcripts is required and must be forwarded by the college or university to the personnel office at the above address.**

DEADLINE: January 5, 2011