



Kay Ivey
Governor

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
TAYLOR HARDIN SECURE MEDICAL FACILITY
1301 JACK WARNER PARKWAY NORTHEAST
TUSCALOOSA, AL 35404-1060
205-462-4500
WWW.MH.ALABAMA.GOV



Kimberly G. Boswell
Commissioner

Daphne Kendrick
Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: Mental Health Stock Clerk **OPEN DATE:** 10/03/2025
CLOSE DATE: Until Filled

JOB LOCATION: Taylor Hardin Secure Medical Facility
Tuscaloosa, Alabama **NUMBER:** 25-26
JOB CODE: M8000

SALARY

- Range 48 (\$23,966.40- \$37,440.00 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 13 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Continuous opportunities for acquiring CE's needed for maintaining professional license.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year's annual salary.

MINIMUM QUALIFICATIONS

- Graduation from a standard senior high school.
- 6 months or more experience in clerical or stockroom work.

NECESSARY SPECIAL REQUIREMENTS

- Good physical condition to permit the lifting and moving of heavy objects.

KIND OF WORK

- Inventories the belongings of new admits upon admission.
- Creates and updates records of clients' clothing and personal belongings.
- Assists with yearly inventory of patient apparel stock items.
- Marks, labels, documents, and issues client clothing requests.
- Requests replenishment for inventory control.
- Operates department equipment to mark clients' clothing and belongings.
- Assists with patient active treatment or patient mail.
- Requests clothing and/or accessory items as needed for stock replenishment.



- Receives, stores, and releases clients' personal valuable and belongings during admission and discharge.
- Receives and stores new clothing or accessory shipments upon arrival from vendors.
- Performs other related duties as assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to interact professionally with patients, employees, and the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to operate general office equipment.
- Ability to make mathematical calculations with reasonable speed and accuracy.
- Ability to lift and move heavy objects.
- Ability to multitask functions.

METHOD OF SELECTION

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.