AUBURN
Human Resources

Psychometrist I
Job Description

JOB INFORMATION

Job Code	CA50A
Job Description Title	Psychometrist I
Pay Grade	HW07
Range Minimum	$43,420
33rd %	$50,660
Range Midpoint	$54,280
67th %	$57,900
Range Maximum	$65,130
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/10/2023

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Mental & Behavioral Health

JOB SUMMARY

The Psychometrist provides psychological services in the form of psychological assessment, diagnosis, and consultation with multiple stakeholders to assist in treatment planning services for youth that are committed to the Accountability Based Sexual Offense Preventation Program (ABSOPP). Ensures that clinical and electronic files comply with the American Psychological Association (APA), various mental health licensing boards, the Alabama Records Disposition Authority, and the state archives guidelines for record keeping and management. Coordinates and develops effective lines of communication between treatment staff, residential staff, Department of Youth Services, and the Alabama Juvenile Courts throughout the state for the ABSOPP population which serves juveniles adjudicated for committing sexual offenses.

RESPONSIBILITIES

- Provides psychological services to include psychological assessment, diagnosis, and consultation with multiple stakeholders to assist in treatment planning services for youth that are committed to ABSOPP.
- Completes documentation for psychological assessment to includes assessment session notes, case presentations, and psychological assessment reports.
- Administers and interprets relevant intelligence, achievement, and psychopathology measures for children and adolescents including clinical interviews.
- Serves as the liaison between the graduate students and assessment supervisors, including providing peer supervision and reviewing and editing psychological reports.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Clinical Psychology or other mental health fields.	and	0 years of	Experience in intelligences, achievements, personality assessment and interpretation with adolescents. Experience with psychological report writing.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the Accountability Based Sexual Offense Preventation Program (ABSOPP).	
Knowledge of the American Psychological Association (APA), various mental health licensing boards, the Alabama Records Disposition Authority, and the state archives clini	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.