
Auburn University Job Description

Job Title: **Psychometrist**

Job Code: **CA50**

FLSA status: Exempt

Level I Grade HW07 \$37,900 - \$56,900

Level II Grade HW08 \$40,100 - \$64,200

Level III Grade HW09 \$45,100 - \$72,200

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 Prevention 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.

Essential Functions

1. 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.
2. Completes documentation for psychological assessment to includes assessment session notes, case presentations, and psychological assessment reports.
3. Administers and interprets relevant intelligence, achievement, and psychopathology measures for children and adolescents including clinical interviews.
4. Serves as the liaison between the graduate students and assessment supervisors, including providing peer supervision and reviewing and editing psychological reports.
5. Performs other duties as assigned.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Masters degree in discipline appropriate to position with no experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Masters degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under general guidance, plans, conducts and leads complex assignments and areas of functional responsibility. Acting with substantial latitude for unreviewed action, applies broad subject matter expertise to solution of significant issues or development of new programs, services, processes or other initiatives to meet the University's goals in a specific area. Recommends changes in procedures or policies, and leads change initiatives to completion, often persuading or coordinating work of others outside own department.	Possesses and applies comprehensive knowledge of a particular field of specialization to the completion of complex assignments. Also possesses strong knowledge of related fields, processes, policies or areas of operation which affect, or are affected by, own area.	Masters degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Masters degree in discipline appropriate to position with no experience.
- Level II** Masters degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Masters degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Clinical Psychology, Social Work, Professional Counseling or related field

Focus of Experience

Experience in providing mental health services to adolescents

Degree in Clinical Psychology or other mental health field that trains individuals to perform psychological assessments
Experience in intelligence, achievement, personality assessment and interpretation with adolescents. Experience with psychological report writing.

Substitutions allowed for Education: Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

State Licensure or eligible for licensure as psychometrist

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, .

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

Date: 11/13/2015
