

DO NOT REMOVE POSTING FROM THIS BOARD.



The City of Quincy
JOB POSTING ANNOUNCEMENT

July 1, 2009

COMMUNICATIONS OFFICER

PART TIME - RESERVE

COME AND GROW WITH US. THE CITY OF QUINCY POLICE DEPARTMENT IS SEEKING TO HIRE AN INDIVIDUAL WHO IS INTERESTED IN JOINING A WINNING TEAM.

THIS POSITION IS RESPONSIBLE FOR DISPATCHING AND RECEIVING CALLS FROM THE GENERAL PUBLIC AND FROM OTHER GOVERNMENTAL AGENCIES VIA A MULTI-LINE PHONE SYSTEM. DISPATCHERS ARE ALSO RESPONSIBLE FOR DISPATCHING OFFICERS AND EQUIPMENT FOR BOTH EMERGENCY AND NON-EMERGENCY SERVICE. MAINTAIN RECORDS OF ALL ASSIGNED UNITS AS TO LOCATION, AVAILABILITY AND EQUIPMENT IN A COMPUTER AIDED DISPATCHING SYSTEM. DISPATCHERS MUST BE ABLE TO HANDLE STRESSFUL SITUATIONS AND MUST BE ABLE TO MAINTAIN A PROFESSIONAL ATTITUDE. DISPATCHERS OFTEN HAVE TO WORK ROTATING SHIFTS, WEEKENDS, AND HOLIDAYS.

THE SUCCESSFUL CANDIDATE MUST POSSESS A HIGH SCHOOL DIPLOMA OR HAVE POSSESSION OF AN ACCEPTABLE EQUIVALENCY DIPLOMA – AND HAVE COMPLETED COURSES IN F.C.I.C. BASIC TELECOMMUNICATIONS AND MUST HAVE GOOD COMPUTER SKILLS. A COMPARABLE AMOUNT OF TRAINING OR EXPERIENCE MAY BE SUBSTITUTED FOR THE MINIMUM QUALIFICATIONS.

WE OFFER A COMPETITIVE SALARY AND COMPENSTATION PACKAGE. ANNUAL SALARY: \$20,800.00 – \$30,056.00. HOURLY WAGE START AT: \$10.00.

IF THIS SOUNDS LIKE THE OPPORTUNITY YOU HAVE BEEN LOOKING FOR, THEN PLEASE EMAIL LWRIGHT@MYQUINCY.NET OR MAIL YOUR APPLICATION OR RESUME TO:

HUMAN RESOURCES
404-WEST JEFFERSON ST.
QUINCY, FLORIDA 32351

CLOSING DATE: JULY 7, 2009

**THE CITY OF QUINCY IS A DRUG FREE WORKPLACE
EQUAL OPPORTUNITY EMPLOYER**