



COMMUNICATION OFFICER

Specialized clerical work on a shift receiving calls from the general public, other governmental agencies and dispatching officers for both emergency and non-emergency services.

Illustrative Duties:

- Operates radio transmitter to dispatch officers to disturbances, crime scenes, accidents or similar situations requiring law enforcement personnel. Receives and relays requests for instructions and information both to and from field personnel.
- Maintains records of all assigned units as to location, availability and equipment. Coordinates movements of several law enforcement units to affect a convergence of personnel engaged in pursuit or blockade. Maintains records of all radio transmissions. Monitors the inter-city radio.
- Operates Public Safety telephone system. Monitors and responds to the local government radio channel. Maintains a variety of records. Maintains current directories of emergency and non-emergency phone numbers.
- Operates computer terminals for queries for information from field units and detective bureau providing wanted information on subjects and property. Enters stolen or missing property/persons into the computer. Maintains related files and records.
- Maintains communications with other U.S. law enforcement agencies.

Knowledge, Abilities and Skills:

- Ability to gain knowledge of F.C.C. radio transmitting procedures and techniques as applied to the dispatch of mobile units.
- Ability to gain knowledge of departmental rules and regulations.
- Ability to gain knowledge of the roadways and police patrol zones of the City.
- Ability to gain knowledge of the F.C.I.C. and N.C.I.C. formats and procedures of entering and retrieving information on computer terminals.
- Ability to comprehend and carry out oral and written instructions.
- Ability to react quickly and calmly in emergencies.
- Ability to communicate effectively with law enforcement personnel and the general public by means of telephone or two-way radios, and computer terminals.
- Ability to sit for long periods of time.

Minimum Qualifications:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Completion of course in F.C.I.C. basic telecommunications
- A comparable amount of training or experience may be substituted for the minimum qualifications.

Salary Range: \$22,536.00 - \$35,562.00

**If this sounds like the opportunity, you have been looking for,
please submit your application and resume to:**

HUMAN RESOURCE DEPARTMENT

humanresources@myquincy.net

404-West Jefferson Street

Quincy, Florida 32351

CLOSING DATE: OPEN UNTIL FILLED

Equal Opportunity Employer – Drug-free Workplace!