

DEPARTMENT: EMERGENCY COMMUNICATIONS**POSITION TITLE: COMMUNICATIONS SPECIALIST I (MULTIPLE POSITIONS)****STARTING WAGE: \$13.11 Per Hour (After 9 Months-\$13.45 per hr. / After 1 Year-\$13.79 per hr.)
(Range 301-Starts @ Step 1-\$13.11-Tops Out @ Step 21-\$21.73)****RECRUITMENT NO: 401****APPLICATION DEADLINE: Until Filled****DEFINITION:**

Under direct supervision, this position receives requests for services of a public safety nature including fire suppression, medical emergency and law enforcement and relays them to the appropriate agencies that are charged with providing these services. Performs other duties as required. This position is supervised by the Shift Supervisor.

EXAMPLE OF DUTIES:

52% Collateral Duties. Coordinates auxiliary services as necessary. Maintains constant radio (mobile/portable) contact with responding agencies. Monitors other agencies' communications in order to respond to requests for assistance, support or matters of general information. Conducts surveys and gathers information relative to accurate street information.

16% Call Taker. Receives, evaluates and prioritizes requests for services of a public nature.

16% Fire, Police, Sheriff, Teletype Dispatch. Disseminates information to and from the agency charged with providing the emergency and non-emergency services.

16% Maintain Computer Record Entries. Logs information received or transmitted and maintains continuous records on the status of responding agencies via computer entry.

KNOWLEDGE, ABILITIES AND SKILLS:

Ability to: Operate several emergency and non-emergency radio and telecommunication systems to receive and transmit messages and information; Provide accurate and timely transmittal and recording of information and messages; Exercise considerable judgment, within established guidelines, in performing their duties; Work some holidays, weekends and hours other than regular daytime schedule, and work a rotating day off schedule; Deal with a life threatening situation daily; Remain calm and effective during emergency situations; Communicate effectively, both orally and in writing, using the English language.

MINIMUM QUALIFICATIONS:

High School Diploma or GED Certificate. No felony convictions. **A typing test must be passed at the time of application or you will be disqualified from the hiring process--40 wpm is required.** *Proof of the listed minimum qualifications (i.e., HS Diploma, GED Certificate, Driver's License, other licenses, etc.) may be required at any time during the recruitment/interview process.*

SPECIAL REQUIREMENTS:

After a conditional offer of employment, applicant must pass a background investigation, pre-employment physical and drug screen. Required to work some holidays, weekends and hours other than regular daytime schedule, and work a rotating day off schedule.