

JOB ANNOUNCEMENT

The H/R Dept. is accepting applications for a
REGULAR, FULL TIME, **COMMUNICATIONS SPECIALIST /DISPATCH I**

Pay Range: **\$15.00 – \$18.15** per hour, DOE, plus benefits

OPENING DATE OF APPLICATION: **July 27, 2009**

CLOSING DATE OF APPLICATION: **Until filled**

Applications & additional information available at City Hall; 424-6200

THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

POSITION TITLE: COMMUNICATIONS SPECIALIST/DISPATCH I
(Serves a 6 month probationary period)

DEPARTMENT: POLICE DEPARTMENT

SUPERVISOR: POLICE CHIEF

POSITION SUMMARY: This position involves radio dispatching and clerical work, operating communication instruments and coordinating the overall Public Safety, Fire Dept. and Ambulance communications system. The employee is responsible for making decisions based upon established policies and procedures.

ESSENTIAL FUNCTIONS:

1. Receives, relays, and/or transmits routine and emergency calls to police, fire, ambulance and other public safety agencies and units.
2. Maintains log of radio transmissions, telephone calls and other pertinent information and facts and enters them into computer.
3. Monitors police and 911 calls as required.
4. Maintains incident reports of complaints.
5. Entry into APSIN, Alaska Public Safety Information Network computer.
6. Required to search same gender prisoners, as needed.
7. Required to work shift work and irregular hours.
8. Prepares and types a variety of reports.
9. Answers inquiries from the public and other agencies.
10. Provides routine clerical support for the department.

OTHER RESPONSIBILITIES:

1. Performs related work as required.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Ability to read, speak and understand English well.
2. Skill in carrying out orders with precision and speed.
3. Ability to make decisions quickly and accurately.
4. Ability to learn and apply public safety regulations and procedures.
5. Strong verbal and interpersonal skills.
6. Ability to use office equipment, such as computer terminals with various programs, copier, calculator, fax machine and multi-extension telephones.
7. Obey all safety rules.
8. Ability to work a flexible schedule, including shift work.

The above job description is intended to describe the duties of an employee in general terms and does not necessarily describe all of the job duties. 8/96