

# *CITY OF TEMPLE TERRACE*

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**POSITION:** POLICE COMMUNICATIONS OFFICER  
**POSITION NO:** 4.240  
**DEPARTMENT:** Police Department  
**PAY GRADE:** 16  
**SALARY RANGE:** \$13.65 - \$20.48 per hour

This is responsible work in receiving and transmitting radio and telephone messages in a Police/Fire Communications. Responsibilities include accurately and efficiently receiving, routing and dispatching messages between the Communications Center and mobile units; monitoring communications between vehicles in the field and directing Police/Fire vehicles and personnel to required locations.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Abilities, and Skills**

- Working knowledge and skills in operating radio receipt and transmitting equipment.
- Proficient in computer applications, including *Microsoft Office*; experience with Computer Aided Dispatch and telephone system.
- Working knowledge of the City's geographical area.
- Knowledge of departmental policies and procedures and the City's Rules and Regulations.
- Ability to communicate effectively orally and in writing.
- Ability to sit for long periods of time and remain alert; remain calm and take decisive action during emergencies.
- Ability to maintain records and files.

### **Training and Experience**

- High School Diploma or GED.
- Communications Officer experience preferred; or experience in the use of radio receiving and transmitting equipment; or experience in a call-handling center.
- FCIC/NCIC State Certification and Enhance 911 Emergency Medical Dispatch Training.
- Or, an equivalent combination of training, education, and experience that provides the required knowledge, skills, and abilities.

### **Special Requirements**

- Ability to work shifts including weekends, holidays, emergency situations, and mandatory overtime.
- Ability to pass basic entry-level testing at 80%; and the ability to type a minimum of 3000 keystrokes per hour.
- Ability to successfully complete FCIC/NCIC, CPR/AED, and EMD certifications in the following areas with the ability to recertify every two (2) years.
- Sign a two (2) year employment contract.
- Ability to receive and maintain CJ Net System Certification.

**The City of Temple Terrace is a drug-free workplace.  
A pre-employment drug screen, criminal history background investigation, and a  
driver's license verification will be conducted.**

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**EQUAL OPPORTUNITY EMPLOYER  
VETERAN'S PREFERENCE EMPLOYER**

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**POSTING DATE: December 4, 2009  
CLOSING DATE: Open until filled.**