

CITY OF TEMPLE TERRACE

POSITION: POLICE COMMUNICATIONS OFFICER

POSITION NO: 4.240

DEPARTMENT: Police

PAY GRADE: 16

SALARY RANGE: \$13.65- \$20.48 per hour

This is responsible work in the Communications Unit. Responsibilities include receiving and dispatching information between the central radio room and mobile units; monitoring communications between vehicles in the field; and routing police/fire vehicles and personnel. Employee must be able to adjust his/her work hours, as needed.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

- Working knowledge and skill in operating radio receiving and transmitting equipment.
- Proficient in computer applications, including *Microsoft Office*.
- Ability to learn the City's geographical area within six months of employment.
- Ability to learn and understand Police and Fire Department rules and regulations within six months of employment.
- Ability to communicate effectively, orally and in writing, understand and follow complex instructions.
- Ability to sit for extended periods and maintain alertness; function efficiently during emergencies and under stressful conditions.
- Ability to maintain records and files.
- Ability to establish and maintain effective working relationships and courteously address coworkers and the public.

Training, Certification, and Experience

- High School Diploma or GED.
- Experience in a Communications Call Center or radio receiving and transmitting equipment experience preferred.
- Or, an equivalent combination of training, education, and experience that provides the required knowledge, skills, and abilities.

Special Requirements

- Possess (or ability to obtain within six months of employment) Florida Crime Information Center/National Crime Information Center (FCIC/NCIC), Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED), and Emergency Medical Dispatch (EMD) Certifications; recertify every two years.
- Must execute a two-year employment contract.
- Pass a basic entry-level testing at 80%; ability to type a minimum of 3500 keystrokes per hour (equivalent to 58.3 words per minute).

**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.**

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

**POSTING DATE: January 6, 2012
CLOSING DATE: Open until filled.**