



NOTICE OF JOB OPENING

Communications Officer (Police Dispatch)

Posting Date: November 29, 2018
Department: Police
Reports to: Communications Officer Supervisor
Salary Range: Grade N6 (Starting Salary \$16.68 per hour)
Position Type: Full-Time
How to Apply: Applications available at bountifulutah.gov
(Bountiful City Application REQUIRED)
Send to: Human Resources, 790 South 100 East, Bountiful, UT 84010
Email: jobs@bountifulutah.gov

Application Deadline: Open Until Filled

Overview:

Serves as a vital communications link with the citizens of the community, officers of the police department and personnel from other departments and agencies.

Works under the specific and ultimate direction of the Communications Officer Supervisor and under the indirect but immediate supervision of the Shift Supervisor.

Tasks:

Operates police radio to dispatch police officers and other staff to trouble spots. Takes public complaints either by telephone or in person. Enters information on all calls and complaints received into the computer.

Answers 911 calls for emergency medical and fire assistance. Makes inquiries on State Computer. Operates department equipment in a manner that will maximize its life span and will provide the utmost safety for the user and co-workers. Maintains strict confidentiality concerning information learned in the course of performing the duties of the job.

Establishes effective communications and good relations with the public and all other city employees by being courteous and friendly. Presents a professional image in both appearance and demeanor.

Knowledge, Skills and Other Characteristics:

Ability to properly hear and understand radio and telephone conversation and ability to speak clearly on the radio and telephone to competently handle several situations at once. Multi-task experience is a necessity.

Ability to handle stressful situations calmly.

Ability to perform work in rotating shifts, as scheduled by the department.

Ability to sit for long periods of time in a chair in the Dispatch Center.

Qualifications:

Graduation from a standard senior high school or equivalent.

Must be able to type 50 words per minute and have essential knowledge of spelling, vocabulary, office procedures and techniques, analytical skills and a good knowledge of all office equipment.

Must be certified or certifiable under P.O.S.T. requirements for dispatch.

Must be able to pass in-house skills testing, background, drug, and polygraph tests.

Must maintain a valid Utah Driver's License.