



CITY OF SNELLVILLE

COMMUNICATIONS OPERATOR - POLICE DEPARTMENT

Minimum Starting Salary: \$30,000 per year

Applications being accepted to create an “**Eligible for Hire List**” for current and Future Openings

DUTIES: Responsible work performing emergency 911 communications services for the Police Department. Emergency calls and service requests are received from the public and incumbents are required to contact the unit(s) to be dispatched given the type of incident, locations and other pertinent information. Work involves the operation of a radio system, telephone, NCIC/GCIC terminal, computer and other equipment. Position provides other clerical services such as data entry, filing and logging information in record books. Shift rotation required. Works under the supervision of the Communications Supervisor.

MINIMUM REQUIREMENTS: High School diploma or equivalent, with no criminal record. Some experience in emergency communications work preferred. Experience in related clerical work with proficient computer skills and a minimum data entry of 50 wpm. Experience in computer operations is required. Must have the ability to deal tactfully with public and local & state law enforcement officials. Applicants must be 18 years of age or older.

Examination: Will consist of a panel interview and evaluation of prior education and work experience. A Criminal Background check and successful pre-employment, post offer drug test are required.

APPLICATIONS CAN BE FILED AT:

**City Hall
Personnel Office
2342 Oak Road
Snellville, GA 30078**

THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.

DATE: August 26, 2016