



**CITY OF SNELLVILLE**

**ANNOUNCES A VACANCY FOR:**

**COMMUNICATIONS OPERATOR – POLICE DEPARTMENT**

Minimum Starting Salary: \$42,084.00 per year

APPLICATIONS WILL BE RECEIVED UNTIL: October 13, 2025 and thereafter until position filled

**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. 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

**HIRING PROCESS:** The hiring process consists of a panel interview; an evaluation of prior education and work experience; a criminal and credit history background check; and successful completion of a post-offer psychological exam, physical examination and pre-employment drug screen. There will be a rigid personal and work background investigation.

APPLICATIONS CAN BE FILED AT:

**City Hall  
Personnel Office  
2342 Oak Road  
Snellville, GA 30078  
or online at [www.snellville.org](http://www.snellville.org)**

**THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.**

DATE: September 29, 2025