

COMMUNICATIONS

BLYTHEVILLE POLICE DEPARTMENT

201 W. Walnut Blytheville AR 72315
870-762-0404 or 870-762-0405 Fax: 870-762-0425

www.blythevillepd.org

Equal Opportunity Employer

JOB DESCRIPTION

ENTRY LEVEL AND JOB SUMMARY: COMMUNICATIONS OFFICER

The Communications Officer works under the direct supervision of the respective Patrol Lieutenant and is responsible for receiving and dispatching police, fire and EMS personnel for the Blytheville Police Department. This position is non-sworn public employment with law enforcement procedures, city, state and federal laws, department policy and procedures and City personnel rules and regulations governing this position.

EXAMPLES OF WORK:

Monitors telephones and radios in the dispatch center, answers all incoming calls and ascertains nature of call, gathers all necessary information to transmit or relay; and verifies safety of officers on the street. Answers all 911 calls and dispatches police, fire, ambulance and other response vehicles for emergency responses; broadcasts nature, location and time of incident; contacts all required personnel, other law enforcement agencies, and other local concerns in the event of an emergency situation. Operates radio equipment, records management and CAD computer, 911 computer equipment, Weather Warning System. Performs related responsibilities as required or assigned.

WORK RELATIONSHIPS:

The Communications Officer has frequent contact with department personnel, general public, other law enforcement agencies and city departments.

SPECIAL JOB DIMENSIONS:

Dispatch personnel are subject to call out during emergency situations. Irregular work hours, and shift work may be required.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

MINIMUM QUALIFICATIONS:

- Be a citizen of the United States.
- Be 18 years of age.
- High School diploma or GED.
- Pass a police background check.
- Certified ACIC Operator.

SPECIAL REQUIREMENTS:

Must pass the ACIC Computer Terminal Operations Course(s) and related training.

ENTRY LEVEL COMPENSATION WITH NO EXPERIENCE:

Annually \$20,500.00

BENEFITS:

Paid Holiday

3 weeks Paid Vacation

Paid Sick Leave

State Retirement System

Major Medical Insurance paid by employer for employee family plan available

In-Service Training

Uniform Allowance

APPLICATION DEADLINE:

OPEN, applications received 8-4 Mon-Fri excluding holidays

This job description is in abbreviated form and does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. For complete details contact the Blytheville Police Department.