

POSITION ANNOUNCEMENT

COMMUNICATIONS OFFICER

Duluth Police Department

The City of Duluth, Georgia (population 30,000) is accepting applications for the position of a full time Communications Officer in the Duluth Police Department.

- Communications Officers are responsible for operating emergency and non-emergency police radio, telephone and computer communication systems. This is a complex, multi-tasking, and critical life safety position. The applicant must be able to talk on the phone, talk on the police radio system, and enter computer data all at the same time. These requirements occur under stressful conditions during emergency events where accurate and timely communication is critical to the safety of the public and the police officers.
- It is preferred that the applicant possess office or clerical experience and must have a high school diploma or a state issued GED. Previous experience in emergency radio/telephone operations is desirable, but not required. Must have moderate keyboarding/computer skills and be able to work individually and in a team environment.
- All applicants are subject to an extensive background investigation, including criminal history background, drug testing, vision/hearing/medical exam, psychological evaluation, and a polygraph. Individuals must be able to obtain state certification as a Communications Officer within 6 months of employment, which involves the successful completion of a state mandated two week classroom training program offsite. Additionally, you must successfully complete 11 to 16 weeks of supervised onsite job training and demonstrate the skills necessary to perform the job. Currently, shifts are 12 hours long, starting at 6am and 6pm; with every other weekend having Friday-Sunday off.
- Hiring pay range is \$18.00 to \$19.89 per hour (\$37,440 - \$41,371 annualized; Grade 19). Starting pay is based on qualifications including specific experience and foreign language skills.

Contact Major Hunter by emailing at mhunter@duluthpd.com or by phone at 678.512.3705 with any questions on job duties or the hiring process.

Applications are available at the Police Department (address below) and online at <http://www.duluthga.net/jobs>. Completed applications, with Supplemental Questionnaire and other required documents, must be mailed or delivered to:

Major Mark Hunter
Duluth Police Department
3276 Buford Hwy
Duluth, GA 30096-3577

Posting Date: 1/21/2020
Open Until: Open until filled

The City of Duluth is an Equal Opportunity Employer. The City will conform with all applicable local, state, and federal laws concerning employment and will not illegally discriminate with regard to age, sex, sexual orientation, gender identity, race, color, religion, national or ethnic origin, disability, genetic information or other legally protected status or classification, except where mandated or permitted by law as a bona fide occupational qualification.