

# COMMUNICATIONS OFFICER

## Duluth Police Department

The City of Duluth, Georgia (pop. 27,000) is accepting applications for the position of **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—this means you must be able to talk on the phone, talk on the police radio system, and enter computer data all at the same time. Frequently this occurs under stressful conditions during emergency events where accurate and timely communication is critical to the safety of the public and the police officers.**

The individual should possess office or clerical experience and must have a high school diploma or 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.

All applicants are subject to an extensive background investigation, including criminal history background, drug testing, vision/hearing/medical exam, psychological evaluation, and 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 off-site. Additionally, you must successfully complete 12 weeks of supervised on-the-job training and demonstrate the skills necessary to perform the job.

Hiring pay range is: \$17.13 - \$18.36 per hour, (\$35,630 - \$38,188 annualized; Grade 19). Starting pay is based on qualifications including specific experience and foreign language skills.

Contact Major Woodruff at [dwoodruff@duluthpd.com](mailto:dwoodruff@duluthpd.com) or by phone at 678-512-3705 with any questions.

Applications are available at the Police Department (address below) and on-line at [www.duluthga.net/jobs](http://www.duluthga.net/jobs). Completed applications, with all required documents, must be mailed or delivered to:

Major Don Woodruff  
Duluth Police Department  
3276 Buford Hwy  
Duluth, GA 30096-3577

*The City of Duluth does not discriminate on the basis of age, sex, race, color, national origin, religion, disability, or any other class or status protected by law unless mandated or permitted by law. The City of Duluth is an Equal Opportunity Employer.*

Posted: 4/19/2017

Open until filled, may close at any time without notice