



CITY OF SNELLVILLE ANNOUNCES A VACANCY FOR:

COMMUNICATIONS OPERATOR POLICE DEPARTMENT

Minimum Starting Salary: \$38,760.00 per year

APPLICATIONS WILL BE RECEIVED UNTIL: July 14, 2023 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.

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.

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

Please direct questions regarding this position to jtainter@snellville.org

DATE: June 30, 2023