



**PRINCE GEORGE COUNTY, VIRGINIA**  
invites applications for the position of:

## Communications Officer

**SALARY:** \$39,082.00 - \$60,576.00 Annually

**OPENING DATE:** 09/28/20

**CLOSING DATE:** 10/14/20 05:00 PM

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The Prince George County Police Department is currently seeking qualified individuals for the position of full-time Communications Officer. Responsibilities include transmission and reception of radio messages, recording and communicating telephone messages, dispatching emergency and non-emergency vehicles for police, fire and ambulance services.

### QUALIFICATION REQUIREMENTS:

Minimum Basic Qualifications:

be at least 18 years of age

be a high school graduate or possess a G.E.D.

have a favorable credit rating

have no convictions of felonies or serious misdemeanors

be able to hear, analyze and react swiftly to high stress situations dealing with citizens

be able to work rotating shifts including weekends and holidays

be able to compete successfully through several stages of job related testing to include a typing test

be able to pass a thorough background investigation

be able to sit for long periods of time

### SPECIAL REQUIREMENTS:

Previous dispatch and call taker experience and some college, preferred.

Possession of, or ability to obtain, VCIN certification required.

Pre-employment drug testing and criminal background check, to include fingerprinting, required.

### ADDITIONAL INFORMATION:

**To apply online visit our website at [www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov).** To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.princegeorgecountyva.gov/>

Prince George County  
6602 Courts Drive  
Prince George, VA 23875  
804.722.8669

[hr@princegeorgecountyva.gov](mailto:hr@princegeorgecountyva.gov)

Position #CO092020  
COMMUNICATIONS OFFICER  
WJ

### Communications Officer Supplemental Questionnaire

\* 1. Are you at least 18 years of age?

Yes

- No
- \* 2. Have you ever been convicted of a felony?
- Yes  
 No
- \* 3. Would you be able and willing to work 12 hours shifts, holidays, weekends, and understand permanent shift placement is not guaranteed?
- Yes  
 No
- \* 4. Please describe your highest level of education by selecting one of the following choices:
- High School Diploma or GED  
 Some College Courses Completed  
 Associate's Degree  
 Bachelor's Degree
- \* 5. Please describe what level of experience you have working as a Communications Officer by selecting one of the following choices:
- No experience  
 1-2 years of experience  
 3-4 years of experience  
 5-10 years of experience  
 More than 10 years of experience
- \* 6. Please describe your level of work experience by selecting any of the following choices that apply:
- I have experience with radio equipment.  
 I have experience with multi-line telephone systems.  
 I have experience with computer-aided dispatch systems.  
 I have experience with data entry.
- \* 7. Do you have current or prior work experience in Public Safety (Police, Fire/EMS, Corrections)?
- Yes  
 No
- \* 8. This position requires being on an on-call rotation; do you have any problems fulfilling that requirement?
- Yes  
 No
- \* 9. Are you willing to undergo a comprehensive background investigation, including contacts with all references, employers, co-workers, close personal associates, etc., and a review of your driving record, credit and financial history, criminal history, educational history, military service and submit to a drug test?
- Yes  
 No
- \* Required Question