



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

Communications Officer - On Call - PTT

SALARY: \$20.00 Hourly
OPENING DATE: 08/05/21
CLOSING DATE: Continuous

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

******CERTIFIED DISPATCHER POSITION ONLY******

The County of Prince George, Virginia is currently seeking experienced, trained applicants for the purpose of creating an on-call pool to be utilized to fill in during times of staff shortages. This position will cover various shifts as needed. Part-time Communications Officers supplement ECC staffing to maintain minimum staffing levels.

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 pass a thorough background investigation

SPECIAL REQUIREMENTS:

Previous dispatch and call taker experience is required as well as current ECC experience or ECC experience within the past two years. Must be certified DCJS Dispatcher with radio operations (Police, Fire/EMS) and 9-1-1/non-emergency call-taking experience. Must be VCIN/NCIC and CPR certified.

EMD certified and experience with OneSolution CAD (Central Square) is preferred.

ADDITIONAL INFORMATION:

Pre-employment drug testing and criminal background check, to include fingerprinting, required. **To apply online visit our website at 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/>

Position #OCCO082021
COMMUNICATIONS OFFICER - ON CALL - PTT
WJ

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

hr@princegeorgecountyva.gov

Communications Officer - On Call - PTT 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. Please describe what level of experience you have working as a Communications Officer by selecting one of the following choices:
 - Less than 1 year of experience
 - 1-2 years of experience
 - 3-4 years of experience
 - 5-10 years of experience
 - More than 10 years of experience
- * 4. Are you able to work varying weekdays, evenings, to include weekends?
 - Yes
 - No
- * 5. 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
- * Required Question