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

Communication's Officer

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

**OPENING DATE:** 12/16/21

**CLOSING DATE:** Continuous

**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.
Communication's 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