



**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. 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 #CO122021
COMMUNICATION'S OFFICER
WJ

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

hr@princegeorgecountyva.gov

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