



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

Communication's Officer

SALARY: Depends on Qualifications

OPENING DATE: 11/16/22

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 in the Emergency Communications Center (ECC). Responsibilities include but are not limited to answering 9-1-1 emergency and non-emergency calls, operating radio equipment, alerting/dispatching public safety units to locations where assistance is required and providing callers with lifesaving instructions in potentially life-threatening situations. Other essential functions include operating a radio network, monitoring and transmitting over multiple public safety radio channels and operating teletype as a part of the VCIN and NCIC Network. The ECC is a fast-paced environment requiring multi-tasking skills and the ability to perform under stressful situations.

Salary Range: \$41,036 - \$63,606 DOE

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 12-hour shifts including weekends and holidays
- be able to successfully complete several stages of job related training
- be able to pass a thorough background investigation
- be able to perform other duties as assigned

SPECIAL REQUIREMENTS:

Previous emergency communications and call taker experience preferred.
Possession of, or ability to obtain, DJCS Basic Dispatcher, VCIN/NCIC, Emergency Medical Dispatcher (EMD), and CPR certifications are required.
Pre-employment drug testing and criminal background check, including fingerprinting, are 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 #CO112022
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