



EMPLOYMENT OPPORTUNITY

Communications Officer

Shenandoah County is inviting applications for the position of *Communications Officer* within the County's Emergency Communications Center.

Shenandoah County is accepting applications for a Full-Time Communications Officer in the 911 Center. All applicants will be subject to a skills and hearing test relevant to the position conducted on a computer.

Responsibilities include receiving and processing emergency and non-emergency communications between law enforcement, police, fire, and rescue. The Communications Officer operates radios, telephone switchboard, alarm systems, numerous computer terminals, and computer aided dispatch systems requiring keyboarding skills; operates NCIC/VCIN networks; records and documents confidential information. Knowledge of communications systems, radio and teletype procedures and geography of the county are desirable. Must have the ability to function in a stressful environment and be willing to work days, nights, weekends, holidays, and times of disaster.

The successful candidate will be assigned to the schedule following the completion of in-house training. High school diploma required. Must be able to complete Basic Dispatch School and obtain VCIN, Emergency Medical Dispatcher, and CPR certifications prior to the completion of a probationary period.

The annual pay range for this FLSA non-exempt position is \$39,124.94 – 44,993.68, commensurate with qualifications, experience, and internal equity. The County offers an excellent benefits package, including Virginia Retirement System, health and dental insurance, vacation and sick leave, and holidays. The successful candidate must pass a pre-employment, post-offer drug screening and background check.

The County application and position description are available at www.shenandoahcountyva.us/administration/employment/, or in the Office of the County Administrator, 600 North Main Street, Suite 102, Woodstock, VA 22664, 540-459-6165. Qualified applicants should submit a complete application, cover letter, and resume in person or by mail to the attention of Shenandoah County Human Resources, 600 North Main Street, Suite 102, Woodstock, Virginia 22664. Applications may also be submitted electronically to jobs@shenandoahcountyva.us.

The position is open until filled with a first review of applications on Wednesday, March 20, 2024.

Shenandoah County is an Equal Opportunity Employer