Prince George County, Virginia

Emergency Communication's Officer

SALARY	Depends on Qualifications	**LOCATION**	County of Prince George, VA
JOB TYPE	Full-Time	**JOB NUMBER**	CO102026
DEPARTMENT	EMERGENCY COMM CENTER	**OPENING DATE**	10/08/2026
CLOSING DATE	Continuous		

Essential Functions/Typical Tasks

Prince George County is currently seeking qualified individuals for the position of Emergency 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: $48,199 - $74,708 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.

Possession of a valid driver's license.
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.

Employer
Prince George County, Virginia

Address
Prince George County
6602 Courts Drive
Prince George, Virginia, 23875

Phone
804.722.8669

Website
http://www.princegeorgecountyva.gov/

Emergency Communication's Officer Supplemental Questionnaire

*QUESTION 1

Are you at least 18 years of age?

- ◯ Yes
- ◯ No

*QUESTION 2

Have you ever been convicted of a felony?

- ◯ Yes
- ◯ No

*QUESTION 3

Would you be able and willing to work 12 hours shifts, holidays, weekends, and understand permanent shift placement is not guaranteed?

- ◯ Yes
- ◯ No

*QUESTION 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

*QUESTION 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

*QUESTION 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.

*QUESTION 7

Do you have current or prior work experience in Public Safety (Police, Fire/EMS, Corrections)?

- ◯ Yes
- ◯ No

*QUESTION 8

This position requires being on an on-call rotation; do you have any problems fulfilling that requirement?

- ◯ Yes
- ◯ No

*QUESTION 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