

EMERGENCY COMMUNICATIONS OFFICER
ROLLA POLICE DEPARTMENT

GRADE CLASSIFICATION:

Grade: T3/T4

Starting Salary:

Hourly: T3: \$18.165/hr until completion of training
T4: \$19.981/hr to 21.198/hr (based on experience)
Annual Estimate: \$46,613 to 49,378 (includes holiday pay & shift differential) plus overtime

FLSA: Full Time - Non-Exempt
This position does not use the Flex Schedule

EMPLOYEE BENEFITS:

Family health and dental insurance plan; life insurance; Custom Benefit Plan; eleven (11) paid holidays; one (1) personal holiday and two (2) weeks vacation per year; twelve (12) sick days a year; and shift differential pay.

DESCRIPTION OF BASIC DUTIES:

Receives information from citizens, in person and over the telephone, concerning various complaints, requests for assistance, and data pertinent to offenses of a criminal nature. Transmits by radio required data to law enforcement, firefighters, and emergency medical personnel for necessary action. Receives monies for bail bonds. Operates computer terminal for the purpose of transmitting messages, inquiries, or entering wanted persons or stolen property. Coordinates multiple service requests upon direction of field units. Maintains radio contact with law enforcement officials from the City, County, State, and Missouri S&T, as well as officials from the fire departments and emergency medical services, thus providing expeditious communication concerning complaints or criminal activity by reporting to responders the data received. Accesses confidential computer networks to provide necessary data to law enforcement.

SPECIAL QUALIFICATIONS:

Ability to work calmly and efficiently in times of stress, operate telephone system, radio equipment, and computers; have good, clear speaking voice and typing skills. One-year experience in police communications operating system and computer experience desired, but not required. Must be willing to work in a paramilitary organization. Must pass a Peer Board interview, background investigation, psychological screening, polygraph and drug screen. Ability to work day and midnight shifts as assigned, with an expectation of irregular days off.

EDUCATION:

Must have graduated from an accredited high school and/or have GED equivalent. Must successfully complete Missouri State Highway Patrol full MULES certification courses during probationary period, and become knowledgeable of Departmental Standard Operating Procedures. Must successfully complete Emergency Medical Dispatch Certification and Basic Telecommunicator Certification within one year of hire.

PHYSICAL DEMANDS:

Employee is required to sit, walk, talk and hear. Frequently required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required include close vision and the ability to adjust focus. Must occasionally lift and/or move up to 10 pounds. Full Job Description available at City Hall.

**Must Provide Resume with Application to Rolla Police Department, 1007 N. Elm St., Rolla, MO 65401
or online at www.rollacity.org. Hiring process will remain open until positions are filled.**

**AN EQUAL OPPORTUNITY EMPLOYER
EMPLOYER COMPLIES WITH ALL A.D.A. REQUIREMENTS**