THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

COMMUNICATIONS OFFICER

Alabama Career Center
1819 Bassett Avenue, SE
Decatur, AL
Phone: (256) 355-0142
Or
Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND RESPONSIBILITIES.

SALARY $15.35 PER HOUR

APPLICATION WILL BE ACCEPTED THROUGH TUESDAY

OCTOBER 25, 2016.

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)

Limestone County
JOB DESCRIPTION

Job Title: Communications Officer

Department: Communications/Sheriff's Office

FLSA: Nonexempt Grade: VII

Job Description Prepared: February 2013

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Communications Supervisor – Lieutenant

Subordinate Staff: None

Other Internal Contacts: All County Departments

External Contacts: General Public; Other Law Enforcement Agencies; District Attorney's Office; Circuit Clerk's Office; Judges; Probation Officers; Juvenile Probation Officers; State Troopers; County Fire Departments; EMTs; National Weather Service; Rescue Squad; Coroner; Hospital Personnel; Utilities; Game Warden; DOT; News Media; Ambulatory Companies

Job Summary

Under the supervision of the Communications Supervisor – Lieutenant, the employee performs duties related to the operation of the communications division of the Sheriff's Office. Employee receives calls, dispatches calls to appropriate unit, and gives information or instructions to callers. Employee also provides assistance to the administrative function of the Sheriff's office.

Job Domains

A. Communications and Dispatch

1. Reports to supervisor for assigned duties and instructions.
2. Makes daily checks for functionality of all communications, teletype, and computer equipment; constantly monitors jail, fire alarms, and smoke detectors.
3. Notifies IT technician regarding equipment failures; makes written report of failure and notifies Supervisor and 911Center.
4. Receives complaints from the public; takes all necessary information including name, location, nature of complaint and required response; enters all information into department database system.
5. Dispatches calls to patrol units.
6. Notifies Sheriff, Chief Deputy, Investigators, and supervisor of major crime alerts and those instances established by policy and departmental procedure.
7. Routes calls to ambulatory services.
8. Maintains continuous contact with patrol units to monitor their locations; ensures units are not out of contact for extended periods of time; dispatches assistance as needed.
9. Maintains continuous contact with Corrections personnel, ensure officers are not out of contact for extended periods of time; dispatches assistance as needed.
10. Receives and dispatches appropriate response for automated and phone-in burglary calls; utilizes TDD equipment for deaf and handicapped callers.
11. Monitors State Emergency Management, local Emergency Management and Browns Ferry Nuclear Power Plant for disaster alerts and emergencies; monitors communications from Severe Weather Broadcast Center and disseminates information as needed.
12. Provides information to the general public regarding weather and road conditions.
13. Maintains emergency telephone lists for all County schools, fire departments, County road shops, highway departments, utilities, and an individual contact person for each.
14. Performs continuous computer inquiries regarding tag registration, warrants, criminal histories, driver's license, stolen property verification, 911 addressing for call location, etc.
15. Transmits and receives administrative messages by teletype with other agencies.
16. Maintains activity log for NCIC transactions as required.

B. Sheriff's Office Assistance

1. Completes required application process for state pistol licenses; performs criminal history inquiries on applicant; approves and issues as required; enters data into departmental database.
2. Performs research as required to compile criminal history, missing person, investigative, wanted, and intelligence records; maintain required dissemination logs for NCIC audits.
3. Serves different types of court issued papers in accordance with established procedures; provides general information to person receiving papers as to their responsibility of response or action.
4. Makes written execution upon service of court issued papers including date of service, place of service, and person receiving process.
5. Assists in jail inmate searches in the absence of gender appropriate personnel.
6. Locates and transfers records for the court; ensures confidentiality of internal business records and criminal histories per departmental procedure.
7. Enters wanted information for persons, articles, vehicles, guns, etc., into departmental database and NCIC computer system; maintains entry logs to comply with NCIC audit requirements.
8. Prepares faxes or transmits specific press releases for the Sheriff as required.
9. Prepares daily arrest and activity data for transmittal to the Pardons and Paroles officers.
10. Maintains accurate written documentation supporting all activities regarding telephone, voice transmission, and teletype communications.
11. Ensures all equipment is properly maintained and in working order.
12. Attends all required training.
13. Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)\

1. *Knowledge of County and departmental policies, procedures, and guidelines.
2. *Knowledge of state, County, and federal statutes and laws.
3. *Knowledge of radio codes and terminology.
4. *Knowledge of the County, its landmarks, and road system.
5. *Knowledge of first aid and CPR.
6. Knowledge of disaster and emergency procedures.
7. *Knowledge of County filing system and procedures.

8. Verbal skills to effectively communicate with co-workers, elected officials, and the general public.
9. Computer skills to effectively create documents and operate departmental software.
10. Reading skills to read, understand, and explain State acts, federal laws, and guidelines.
11. Writing skills to compose complex letters to citizens and other governmental agencies.
12. Math skills to accurately collect pistol permit fees.
13. Ability to prioritize work projects.
14. Ability to analyze situations and make quick, effective, and reasonable decisions under stressful conditions.
15. Ability to multi-task.
16. Ability to organize files and work projects.
17. Ability to work with little or no supervision.
18. Ability to pay attention to detail when completing reports.
19. Ability to work independently and exercise judgment to make prudent decisions.

Minimum Qualifications

1. Possession of high school diploma or GED.
2. Ability to complete NCIC Operator certification course; ability to recertify.
3. Ability to work overtime, holidays, weekends, and during emergencies.
4. Ability to travel for training or seminars.
5. Ability to pass background check.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such

as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.