

*Limestone  
County Commission*

*Chairman  
Collin Daly*

*Administrator  
Ellen Morell*



*Commissioners:  
Daryl Sammet  
Danny Barksdale  
Jason Black  
LaDon Townsend*

**THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:**

**COMMUNICATIONS OFFICER**

**Alabama Career Center  
2535 Sparkman Dr. NW  
Huntsville, AL  
Phone: (256) 851-0537**

**Or**

**Limestone County Commission  
310 W. Washington St.  
Athens, AL  
Phone: 256-233-6400**

**Or**

**Online: <https://limestonecounty-al.gov/doing-business/jobs>**

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

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND  
RESPONSIBILITIES.**

**SALARY \$17.90 PER HOUR**

**APPLICATIONS WILL BE ACCEPTED THROUGH TUESDAY,**

**AUGUST 2, 2022.**

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



**Communications Officer**  
Sheriff's Department

SD/15  
Job Grade: 12

**JOB SUMMARY**

This position is responsible for answering emergency and non-emergency calls and for dispatching appropriate personnel.

**MAJOR DUTIES**

- Receives and screens incoming emergency calls from the public and other user agencies; categorizes and prioritizes calls, including 911 calls.
- Determines and dispatches the appropriate emergency personnel to incident locations; provides emergency medical instructions to callers prior to the arrival of responders as needed.
- Receives non-emergency calls from the general public; gathers and forwards information to appropriate county departments.
- Logs calls and maintains related records.
- Inquires, retrieves, and monitors data from NCIC database; ensures compliance with rules and regulations.
- Maintains contact with emergency personnel in the field.
- Responds to drivers' license and vehicle information requests.
- Participates in training exercises.
- Dispatches wrecker services and utility services to accident scenes and other calls for service.
- Monitors multi-agency radio traffic.
- Maintains updated phone list of department personnel and emergency lists for county schools, fire departments, etc.
- Monitors fire and other alarm systems.
- Provides weather and road condition reports to the general public.
- Transmits and receives messages with other agencies by teletype.

- Completes daily checks of communication and computerized equipment.
- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of emergency communications principles and practices.
- Knowledge of NCIC policies and procedures.
- Knowledge of emergency dispatch procedures.
- Knowledge of radio and telecommunications equipment.
- Knowledge of CAD system functions and maintenance.
- Skill in the use of computers and job-related software programs.
- Skill in making decisions in high pressure and emergency situations.
- Skill in public relations.
- Skill in interpersonal relations.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Lieutenant - Jail assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include NCIC guidelines and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related emergency communications duties. The necessity of responding to unforeseen and emergency situations contributes to the complexity of the work.
- The purpose of this position is to receive emergency and non-emergency calls and to dispatch service personnel as appropriate. Successful performance contributes to the efficient and effective response to emergency and life-threatening situations.

## CONTACTS

- Contacts are typically with department personnel, other county personnel, other law enforcement agencies, National Weather Service staff, school officials, health care providers, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate persons.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain NCIC certification.
- Possession of or ability to readily obtain APCO certification.