

COLQUITT COUNTY BOARD OF COMMISSIONERS

Telecommunications Operator



Type: Full Time

Positions Available: Two

Posted Date: 08-25-2023

Position Summary:

The purpose of this position is to provide public safety communications services to the County. Receives and responds to incoming phone calls on a variety of phone lines, to include the Emergency 911 phone lines. For emergency calls, dispatches the appropriate agency to respond to the need for assistance; and maintains radio contact with law enforcement personnel and other emergency services providers during incidents, emergency responses and patrols. For non-emergency calls, provides assistance and information to callers. Performs a variety of administrative support such as entering, updating, and retrieving information from varied databases. Work significantly impacts the safety of the general public and the responding agency personnel.

Position requirements:

1. High School Diploma or GED equivalency
2. Current valid Georgia Driver's license

Special Requirements for this position:

1. Must be able to work rotating shifts; (7:00am- 7:00pm & 7:00pm -7:am rotating every two months)
2. Must be able to type 45 WPM
3. Must be able to multitask (i.e. high-volume calls and radio traffic) & handle stressful situations;
4. Must be able to plan and organize work in an efficient manner with a minimum level of direct supervision;
5. Must possess excellent communication skills as well as managing sensitive confidential matters; and,
6. Must pass P.O.S.T (Peace Officer Standards and Training) Basic Communications course and become certified within six months.

All potential employees are required to pass a pre-employment physical, drug test, and maybe subject to a chest x-ray and tuberculosis testing. All potential employees will submit to a background check.

Applications are available from Room 264, Courthouse Annex, and 101 East Central Avenue, Moultrie, Georgia 31768 and from the county's web site at www.colquittcountyga.gov.

Applications will be accepted until position is filled.

COLQUITT COUNTY IS AN "EQUAL OPPORTUNITY EMPLOYER."