

CITY OF SIKESTON, MISSOURI - JOB DESCRIPTION

Job Title: Communications Officer
Department: Public Safety

Entry Grade: 8
FLSA Status: Eligible

Note: Employees are classified as "Communications Officer," only after successful completion of field training program. Newly hired individuals enter as "Rookie Communications Officer," grade 11

The Department of Public Safety is a para-military organization, the effectiveness of which depends upon obedience to and the effective discharge of orders as directed by the chain-of-command.

ACKNOWLEDGED
BY INITIALING

_____ **Supervision Received:** Reports to Public Safety Supervisors

_____ **Supervision Exercised:** None, or as assigned.

_____ **Responsibilities:** Receives and prioritizes calls from the public requesting emergency services and information; notifies appropriate agency or officer via two-way radio; inputs and verifies data as requested by officers; monitors multiple alarm systems to ensure security; receives citizens' requests and inputs data as required; manually prepares, updates and files various logs, notification/information calls and work activity reports; assists with prisoner monitoring, and any other duties that may be assigned.

_____ **Essential Functions of the Job:** Ability to hear and speak clearly; ability to communicate in writing, ability to monitor visual and audio alarm console; ability to manually manipulate computer terminal, typewriters, and computer keyboards and radio equipment. Ability to sit for extended periods of time; ability to act quickly and calmly in an emergency. Ability to work irregular hours and days with possible exposure to dangerous situations.

_____ **Knowledge, Skills, and Job Requirements:** Knowledge of 2-way radios and radio equipment preferred; must be able to type; must possess working knowledge of computer systems. Must successfully complete Missouri State Highway Patrol Computer Inquiry and Entry Courses within one year of employment. Must be able to maintain state computer inquiry certification. Must be able to extract pertinent details from written materials and conversations, shall have and maintain a positive attitude and a high level of initiative. Must reside within a thirty (30) mile radius of the City of Sikeston. Must maintain active landline or cellular telephone. Must successfully complete drug/alcohol screen and intensive background checks.

_____ **Equipment Used or Operated:** Two-way radio, radio and recording equipment; telephone, typewriter and computers; standard office equipment and other emergency communications equipment.

_____ **Employment Preconditions:** Applicant shall be required to submit to drug and alcohol screening prior to employment and at any time during employment.

The undersigned, before assignment to an employment position as described in the foregoing job description, herewith, acknowledges he/she has read said job descriptions and each subpart thereof and consents to its content. Additionally, applicant indicates his/her consent to any testing provided for in the written job description and authorizes the City of Sikeston to conduct background checks, such as, but not limited to, prior employment, driving violation and criminal histories, as may be required for said position.

Applicant

Date