



Now accepting employment applications for the following position:

**COMMUNICATIONS OFFICER (hourly; non-exempt)
911 DISPATCHER (full-time and part-time):**

The City of Florida City Police Department is seeking applicants for full and part-time Communications Officer (C/O Dispatcher) positions. The Communication Officer receives calls on the City's 911 system, both for emergencies and non-emergencies. For non-emergency calls, provides information, answers questions, takes messages, and/or refers caller to appropriate staff; contacts various other departments as needed to resolve problems. For emergency calls, obtains information from callers and determines the appropriate agency to respond; contacts and dispatches appropriate agency; provides agency with information needed to respond and to ensure personnel/officer safety. Position requires constant contact with the public in stressful situations that require the ability to remain calm, think clearly, use good judgment, and have clear, understandable speaking skills.

Essential Job Functions:

Answers 911 emergency phones lines and non-emergency lines; obtains necessary information about emergencies or complaints; directs police officers in the field via two-way radio and relays emergency information and pertinent data. Operates a Computer Aided Dispatch system (CAD) to maintain accurate dispatch records; transmits relevant information to field officers as requested. Maintains communication logs and records; monitors closed circuit television equipment; updates and maintains various databases in the CAD system; various office duties as assigned by the Supervisor.

Minimum Requirements:

High School Diploma or GED required; related experience with computer aided dispatch systems in a public safety position preferred. General knowledge of office procedures such as filing and records maintenance; typing skills, computer skills in Microsoft Office applications; ability to read, interpret and apply operating manuals and other reference materials.

Must speak clearly and concisely; ability to exercise good judgment and make sound decisions under stress; ability to effectively communicate with and elicit information from distraught and irate citizens; ability to coordinate a number of activities at the same time under intense stress. Must be able to work a variety of shifts as assigned, including days, evenings, nights, weekends and holidays. Must be able to pass background and drug screening. Must be able to sit for long periods with breaks.

Bilingual- English/Spanish preferred.
\$11.9206 per hour.
EOE/DFWP

Full time benefits include vacation/sick leave, holiday pay and 100% health insurance and FRS Retirement. Part-time benefit of FRS Retirement.

MUST SUBMIT POLICE DEPT. APPLICATION (available at Police Dept. or http://www.floridacityfl.net/Police_Application.pdf) for consideration.

Send completed Police Department application to:

Human Resources Department
404 West Palm Drive
Florida City, Fl 33034
DATE OF POSTING: 02/16/2018
DATE OF CLOSING: open until filled