

**VACANT POSITION**

**DEPARTMENT: EMERGENCY COMMUNICATIONS**

Obtain Application from: <http://spaldingcounty.com/careers.php>

**SUBMIT APPLICATION AND PROOF OF EDUCATION TO:**  
[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon St, Room 110

**CLOSING DATE: Position will remain open until filled**

Job Title: Communications Training Officer (position #1706)  
Salary: Pay Grade 17, Hiring Rate \$41,079  
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: M-F 8:00 am – 5:00 pm; must be able to work overtime as required.

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** High school diploma or state awarded GED; supplemented by vocational/technical training in public safety dispatching and radio communications; supplemented by two (2) to four (4) years previous experience as a Telecommunicator, with experience and training involving public safety dispatching, radio communications, data entry, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be able to type 30 words per minute accurately. Must meet all requirements of a Telecommunicator and have successfully completed the POST Basic Communications Officer training course. Must meet all Georgia communications and dispatch requirements, including TTY training. Must possess (or be able to re-certify within probationary period) and maintain valid N.C.I.C. and G.C.I.C. certifications. Must obtain Terminal Agency Coordinator (TAC) and Instructor certification within the probationary period.

**GENERAL STATEMENT OF JOB:** Under limited supervision, employee is responsible for developing and maintaining the training program used in instructing newly hired and seasoned telecommunicators regarding departmental emergency procedures. Employee also functions as a telecommunicator by receiving and interpreting information through telecommunications equipment and then verbally dispatching the information received through the equipment for the purpose of relaying accurate and timely information to the proper authority to aid in expediting the protection, welfare and safety of the general public. Reports directly to the Communications Manager.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines which includes a computer, dispatch radio, time clocks, 911 printer/alarm, facsimile machine, copier, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

**ESSENTIAL JOB FUNCTIONS:**

ALL FUNCTIONS MUST BE PERFORMED BY ALL INCUMBENTS.

Develops and conducts in-service training classes for all telecommunicators and shift supervisors.

Ensures that all communications employees maintain required certifications by training updates, monitoring and conducting training sessions.

Coordinates with the Shift Supervisor the activities of telecommunicators by ensuring that each shift is adequately staffed and work is being reviewed.

Coordinates the training activities of the new telecommunicators by assigning new employees to training program and by reviewing employee's training progress with the Shift Supervisor.

Answers all non-emergency and emergency 911 telephone lines, obtaining and recording pertinent information regarding the nature and urgency of the situation; determines appropriate response and expeditiously alerts responsibilities or agencies via radio or telephone.

Dispatches and directs responding service units, City Police and Fire, County Fire, EMS, Sheriff's Department, and Rescue agencies, promptly to emergency and other locations.

Maintains constant status and availability of all emergency service units; keeps continuous records of mobile units.

Monitors an assortment of equipment in the course of daily activities including, but not limited to, national weather service, GCIC, etc.

Interacts and communicates with various groups and individuals involved in the operation of the department including City and County law enforcement officers, city and County Fire and EMS personnel, rescue personnel, co-workers, the general public, outside agencies, and other City, County, State and Federal agencies.

Utilizes an assortment of machinery and equipment in the performance of daily tasks including a computer, dispatch radio, time clocks, 911 printer/alarm, facsimile, copier, etc.

Receives and maintains several forms and reports such as incident cards, police assignment sheets, residence and business check lists, and wrecker list.

#### ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

August 19, 2020  
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