

**VACANT POSITION
DEPARTMENT: SHERIFF**

OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION, PROOF OF EDUCATION & APPLICABLE FORMS TO:
employment@spaldingcounty.com or 119 E. Solomon St., Griffin, GA
CLOSING DATE: MAY 17, 2023

Job Title: GCIC Operator (Position #2622)
Salary: Pay Grade 11; Hiring Rate based on \$37,232 per year
Provisions of the Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Rotating 12-hour shifts, Must be available to work days, nights, weekends, and holidays.
Occasional overtime required.

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

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma or state-awarded GED with experience in an emergency and/or law enforcement communications capacity preferred; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities for this position. Must be certifiable in communications and in using the GCIC and NCIC computer system. **PROOF OF EDUCATION REQUIRED UPON APPLICATION.** Requires the ability to work 12-hour shifts, weekends, holidays, and some occasional overtime required. Must be able to perform basic office skills and must speak clearly.

GENERAL STATEMENT OF JOB: Under general supervision, operates two-way radio and telephone equipment to field calls from the public and directs law enforcement personnel to crime and accident scenes; receives reports and request from mobile units and relays information and/or orders as required. May interact with other emergency service personnel and other law enforcement agencies as necessary; has excellent knowledge of all contingency personnel and related equipment in the field. Reports to the GCIC Supervisor.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines which includes computer, printer, facsimile machine, binding machine, transcriber, 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 MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Answers incoming calls via telephone and radio; takes emergency calls and transfers to 911 center; receives requests from the general public; notifies supervisors and/or special emergency/medical teams concerning serious crimes or requests for assistance; determines appropriate division required to provide emergency assistance and backup and dispatches same to crime or accident scene; records all radio traffic in operator's log, and monitors incoming information from GCIC/NCIC.

Enters data on stolen articles, vehicles, wrecker log and guns, wanted or missing persons, juveniles; enters all warrants received after 5:00 p.m. into computer; provides driver's license and criminal history on all wanted and missing persons before entry into GCIC.

Maintains radio logs and tape recordings of all non-administrative incoming calls to the Sheriff's Office and provides phone numbers to public.

Works under often stressful conditions; must be emotionally and mentally equipped to handle distressed callers; must have the ability to remain calm in emergency situations and utilize sound judgment when communicating with patrol units in the field; always know the location of on-duty personnel.

Provides safety and security instructions via telephone until the arrival of Sheriff's Deputies.

Provides directions from maps to civilians and other agencies on roads and streets in Spalding County.

Monitors NCIC and GCIC reports and relays important information to supervisor and department superiors.

Enters data such as stolen items (vehicles, tags, decals, guns, articles, boats), missing, runaway, and wanted persons, into the GCIC and NCIC computer system such as department reports and log data; prepares entry sheets manually.

Performs support staff functions; maintains log for all GCIC and criminal history and drivers history records; and maintains and files all wrecker logs; performs GCIC/NCIC criminal history checks for detention, housing inmates, narcotics and state court warrants.

Provides GCIC/NCIC services to outside agencies upon requests; provides criminal history information to private citizens and business upon request and as authorized.

Issues and enters case numbers to warrants on computers and assigns to the docket triage calls; maintains warrants; monitors warrant removal.

Receives incoming telephone calls during non-business hours, including weekdays and weekends.

Maintains and provides all emergency staff phone numbers and those numbers of judges, etc.

Maintains and provides the status of all deputies on duty.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

May 10, 2023

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