

CITY OF NEPTUNE BEACH
JOB ANNOUNCEMENT
Emergency Communications Officer (Police Department) – FULL TIME

DESCRIPTION

The City of Neptune Beach Police Department is seeking applications for Emergency Communications Officer. The Emergency Communications Officer is appointed by the Police Chief and reports directly to the Services Division Supervisor. The position performs specialized work in areas of emergency communication; receives and responds to emergency and non-emergency calls by answering and responding to incoming telephone/911 lines, dispatching officers to calls, operating two-way/multi-channel radio equipment to obtain and relay information; maintaining various logs and files and performing related clerical administrative tasks. Work is performed under general supervision in accordance with departmental procedures. Employees must exercise initiative and independent judgment to properly react and respond appropriately under very stressful conditions. Job requires stationary desk duties and shiftwork. Work is reviewed while in progress and upon completion through direct observation, audit of tapes, review of logs, and supervisory meetings to ensure compliance with policy and procedures and established standards. Works closely with the Services Division Supervisor and assists the Services Commander to further the Department's goals and objectives.

QUALIFICATIONS

High School Diploma/GED. Ability to successfully complete entry level test. Ability to withstand a background investigation. Ability to pass pre-employment physical and drug tests, as required by the City of Neptune Beach. Have experience in dealing with the public.

APPLICATION PROCESS

Qualified applicants may obtain an application here;

<http://ci.neptune-beach.fl.us/zupload/user/Budget-Financial/Application-2003-new1.pdf>

Hard copy applications must consist of a cover letter outlining qualifications, resume and three (3) professional references. Deadline for applications is:

Open until filled

If unable to obtain application online, contact the City of Neptune Beach directly at (904) 270-2400, extension 30 or email:

Mrs. Catherine Ponson
116 First Street
Neptune Beach, Florida 32266
Clerk@nbfl.us

EOE

If claiming veteran's preference you must attach the correct DD-214 (Form 4) for consideration.