

CITY OF ARCHDALE

Recruitment Announcement



CLOSING DATE: Open Until Filled

POSITION TITLE: Telecommunicator
DEPARTMENT: Police

PAY RATE: \$30,249.60 annually
SHIFT: Rotating

BASIC FUNCTION AND JOB REQUIREMENTS

Performs technical and clerical work responding to emergency and non-emergency calls, and dispatching law enforcement personnel in response to emergency situations.

ESSENTIAL DUTIES AND TASKS

Receives emergency and non-emergency incoming calls; classifies calls by type; obtains detailed information including directions and relays information to law enforcement.

Operates radios, telephone, recording devices and computer terminals.

Monitors officer's location and dispatches additional officers when needed.

Enters data into Division of Criminal Investigation (DCI) system and performs inquiries such as missing or wanted persons, stolen property, court records, vehicle records, etc.

Contacts 911 if EMS or fire units are needed; contacts wrecker companies as requested.

Receives and responds to calls from the 911 Communications and Crimestoppers telephone lines.

Completes and maintains records such as daily call sheets, complainant records and special check sheets.

Acts as a liaison between the Police Department and the public by assisting walk-in citizens with information, complaints, questions and/or concerns.

Performs related work as assigned.

EDUCATION AND REQUIREMENTS

Graduation from high school and some experience working with the public or in communications work, and/or an equivalent combination of education and experience. North Carolina Division of Criminal Information (DCI) Operator's certification.

HOW TO APPLY

A completed City of Archdale application form must be received by the date and time indicated. A resume' can be attached as an addendum, but not in lieu of the application. Applications and any supporting documentation should be mailed to Human Resources, "Telecommunicator Search", 307 Balfour Dr. P.O. Box 14068 Archdale, NC 27263. Applications can be downloaded or completed online at www.archdale-nc.gov. *Application deadline:* Open Until Filled, however a first review of applications will take place on 11/14/16. Archdale is an equal opportunity employer.