



Human Resources

DATE POSTED: SEPTEMBER 22, 2006

REQ. # 06-259

***NEW PAY RANGE EFFECTIVE 10/01/2007

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, Fl. 34982 - 5652
Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 09-22-2006 TO 09-29-2006, but will remain open until filled.

DEPARTMENT/DIVISION
PUBLIC SAFETY - 911

POSITION AVAILABLE
COMMUNICATIONS OFFICER I

OF OPENINGS
2

STARTING SALARY
\$13.09/HOUR

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 728
PAY GRADE 14
SALARY: \$13.09 - \$19.97
COMMUNICATIONS OFFICER I

MAJOR FUNCTION: Specialized work receiving, screening, and dispatching messages over a police communications system.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Knowledge of geography of area, its road network and surrounding area. Knowledge of rules, regulations and procedures for dispatching and controlling the work of motorized policemen and equipment. Knowledge of the methods and practices of operation radio transmitting equipment. Knowledge of the computer formats.

Abilities: Ability to react quickly and calmly in emergencies and to maintain a variety of simple clerical records. Ability to type thirty words per minute after two months from date of employment. Ability to establish and maintain a satisfactory working relationship with co-workers and the general public. Ability to work under noted stress as required in the operation of the radio and telephone equipment. Must have the ability to operate a high-speed computer terminal and teletype.

Skills: Skills must include good diction. Must be capable of operating multi-channel radio consoles and be responsible for receiving and obtaining requested information from law enforcement and other agencies. Must be capable of writing quickly, accurately and correctly in the English language on a data processing type card and other ledgers. Must take and pass a communications test given by the department within three months from date of employment.

ESSENTIAL JOB FUNCTION: Operates radio frequencies as to the dispatching of patrol units and receiving messages. Receives all incoming calls on telephone lines and channels them to proper department. Sends and receives all messages on teletype. Maintains and gives out requested information to all law enforcement agencies regarding motor vehicle registration. Receives all complaints, assigns complaint numbers and dispatches patrol units when needed. Notifies fire department of all emergency messages related to fire or rescue. Performs related work as requested or assigned. Must be subject to a background check as sworn personnel.

ESSENTIAL PHYSICAL SKILLS: Must have good eyesight and good hearing in both ears with or without correction, and be capable of wearing a head set with an ear insert device during shift hours. Must have a clear speaking voice. Use of both hand and fingers with dexterity. Occasional walking and frequent standing. Ability to lift 30 lbs occasionally. Ability to handle a high volume of stress.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture. Must be willing to do shift work.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduation from a high school or possession of an acceptable equivalency diploma, or an equivalent recognized certification.

EXPERIENCE: Experience affording familiarity with radio dispatching techniques. A comparable amount of training and experience may be substituted for the minimum requirements.

LICENSE, CERTIFICATION, OR REGISTRATION: Must have a valid Florida driver's license and maintain a good driving record.

Union	Non-Union	Exempt	Non-Exempt
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Revised 08/2005