

ATTENTION:



The Charles County Sheriff's Office Announcement for the position of Police Communications Officer I Salary: \$38,175



This critical position is responsible for performing highly skilled duties relative to the relay of emergency calls. The employee must remain calm under intense pressure of handling urgent situations and be able to handle the task of radio and telephone communications while at the same time operating computer equipment. The employee will be required to work a rotating schedule to include weekends and holidays. The shifts are 12 hour shifts, 6am- 6pm, and 6pm-6am, with a four day on and four day off rotation. You must be available for either shift upon hire.

REQUIREMENTS:

- Graduation from a recognized high school or possession of a General Education Development (GED) certificate recognized by the Maryland State Board of Education.
- Must pass a typing test of 30 words per minute, and various computer skills tests to include, spelling, grammar, data entry.
- Ability to pass the Public Safety Telecommunications Examination.
- Ability to be certified under the Criminal Justice Information System (CJIS) Certification Program for access into State and Federal computer networks (METERS/NCIC).
- Must obtain Emergency Medical Dispatch (EMD), Emergency Fire Dispatch (EFD) and Emergency Police Dispatch certifications within the first year of employment, provided training is available thru the Emergency Services Department.
- One year of experience in computer terminal operation.
- Ability to learn names and locations of roads, buildings, and other landmarks in Charles County.
- Ability to work various shifts including weekends and holidays.
- Must possess interpersonal skills and have the ability to work well with others.
- Ability to utilize a high level of discretion, good judgment and confidentiality.

Applications available online at www.ccsso.us
Please submit completed application along with resume to:
Human Resources, P.O. Box 189, La Plata, MD, 20646

Closing Date: Tuesday, September 5, 2017 by 4:00 p.m.

AN EQUAL OPPORTUNITY EMPLOYER