LEE COUNTY SHERIFF'S OFFICE

JOB ANNOUNCEMENT

Job Title: **Communication Officer**	**Hours of Availability:** 12 hr rotating shift/6a-6p-6p-6a
Closing Date: **Open until filled**	**Position Announcement:** SD18-26-08
Work Location: Lee County, AL	
Division: Admin	
Reports to: Division Commander	
■ **Full-time** □ **Part-time**	**Pay Range:** $44,666.75 - $53,600.10

JOB SUMMARY: This position is responsible for the dispatching of law enforcement officers and other public safety personnel in response to emergency and non-emergency calls.

ESSENTIAL JOB FUNCTIONS:

- Dispatches law enforcement, fire and medical units to calls
- Maintains logs and records of inquiries and calls received
- Monitors radio traffic
- Checks law enforcement agency records for warrants, stolen firearms, driver histories, criminal histories, retrieves vehicle tag and registration information
- Receives and provides emergency and non-emergency information to Deputies and other public safety personnel
- Monitors, updates, and researches NCIC and ACJIC databases; prepares and returns monthly ACJIC validations
- Ability to meet attendance requirements of regular and predictable attendance
- Ability to work with limited supervision
- Ability to interact positively at work and be a good representative of the Lee County Sheriff's Office.
- Performs other related duties as assigned

QUALIFICATIONS:

- Ability to handle confidential information with tact and discretion
- Ability to advise and direct law enforcement and emergency services personnel
- Ability to quickly disseminate crucial information in a clear, concise and understandable manner
- Skill in public and interpersonal relations; including skill in communication with emotional, injured and victimized persons in emergency situations
- Knowledge of computers, dispatching equipment and job-related software programs
- High school diploma/GED and one (1) year of related experience, or equivalent
- Possession of or ability to readily obtain ACJIC/NCIC certification
- Skill in the preparation and presenting of accurate and reliable medical records

Applicants should apply at the Alabama State Employment Office or the Lee County Sheriff's Office (1900 Frederick Road, Opelika, AL) Monday through Friday, between the hours of 8:30am – 4:30pm. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also fax a **completed** application to (334) 737-7118 or email hr@leecosheriffal.gov

Previous applicants should reapply. For more information visit: www.leecosheriffal.gov .

Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on **race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic** information or any other **characteristics protected by law**. *To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to* Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).