

CLIFTON POLICE COMMUNICATIONS OPERATOR

Salary: Hourly Rate: \$12.74 - \$13.74

Location: Clifton, AZ

Closing: Continuous until filled

Job Type: Part Time

Department: Police

DISTINGUISHED FEATURES

This is skilled work in the police communication daily operations for the police department, fire department, and town government.

Employees of this class are responsible for officer's safety while relaying information quickly and accurately between officers, citizens, and other agencies via radio and telephone. Be able to work under stressful conditions, have good speaking and listening skills.

EXAMPLES OF WORK PERFORMED

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Maintain correct status for all on-duty officers, answer all emergency telephone lines promptly. Gather basic call information and prioritize the calls.

Relays call information to correct on-duty officer or on call units.

Access and relay information from various computer data sources, and maintain original daily logs.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Possess typing skills, ability to operate communications equipment. Ability to be trained in communications equipment.

Ability to be trained in communications operation.

Ability to understand and carry out oral and written instructions and to work independently in the performance or regular working duties.

Ability to establish and maintain effective working relationship with other employees and the public.

MINIMUM QUALIFICATIONS

Individual shall possess a high school diploma, the ability to read, understand and follow basic operating instructions, and a demonstrable aptitude for successful completion of assigned tasks.

SPECIAL PROCESS: Applications/Resumes will be screened for the minimum qualifications and special requirements. Applicants meeting the minimum qualifications and special requirements will be placed on an eligibility list. The selection committee will contact candidates they wish to test and/or interview.

JOB INFORMATION LINE (928) 865-4146 An Equal Opportunity Employer

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), the Town of Clifton does not discriminate on the basis of disability in the admission or access to, treatment, or employment in its programs, activities, or services