

City of DeFuniak Springs

71 US Highway 90 West
Post Office Box 685
DeFuniak Springs, FL 32435



Phone: 850-892-8500
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JOB NOTICE **COMMUNICATIONS OFFICER/911 DISPATCHER – POLICE DEPARTMENT**

Post Date: February 2, 2017

Close Date: Open Until Filled

FLSA Status: Non-Exempt

Pay Grade: 7

Starting Pay Rate: 14.8978

The City of DeFuniak Springs is now accepting applications for one (1) full-time **Communications Officer/911 Dispatcher** for the DeFuniak Springs Police.

General Statement of Job – The duties of this position require a person to answer regular and 911 phone calls, operate a radio console and demonstrate proficiency in following established DeFuniak Springs City Marshal's Office communications protocol with personnel in the field. Ability to assist the public, officers and other employees of the City Marshal's Office. Communications Officer will be solely responsible to the City Marshal or his designee for the discharge of his/her duties.

Minimum Qualifications – Must be at least 19 years old with a high school diploma, Florida General Education Development Test (GED), or Out-of-State GED, with transcript of test results. Valid Florida Driver's License if required to drive a City Marshal's office vehicle. Must be able to operate computer, two-way radio, copier, fax and telephone. Type 35-40 correct words per minute. Must be able to work rotating shifts, weekends, holidays, and overtime scheduled and unscheduled. All employees must pass a pre-employment background check and drug screening.

Certificates – NCIC/FCIC certification and 911 certification within 6 months of employment.

An application, complete list of qualifications and more information may be obtained from the Human Resources Director's office, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433, or by calling (850) 892-8500 ext. 241.

Applications will be received during regular office hours, Monday through Friday from 8:00 a.m. until 5:00 p.m. We will be taking applications until the job is filled.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace.

CITY OF DEFUNIAK SPRINGS

A handwritten signature in black ink, appearing to read "Tilman Mears". The signature is stylized and somewhat cursive.

Tilman Mears
Interim City Manager

1T: Help Wanted 2/9/17