

 **Position announcement**

**TITLE: Communications Specialist**

**DEPARTMENT: Tombstone Marshal’s Office**

**Job Description**

**Summary:** Under general supervision, performs a variety of routine clerical, administrative and technical work receiving and dispatching routine and emergency information; keeps official records; and assists in the administration of the standard operating policies and procedures of the dispatch center.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Applicant(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

* Monitors telephones and radio in the dispatch center; answers all incoming calls and ascertains nature of call; as well as gathers all necessary information to transmit or relay.
* Dispatchers police, fire and other response vehicles for emergency situations; broadcasts nature, location and time of incident; contacts all required personnel and other local concerns such as the Fire Department and Public Works; ensures the presence of reserve units by contacting personnel designated for call-back; relays information as required.
* Maintains a concise log of radio and telephone communications and location of personnel and equipment; maintains on-going contact with the responding personnel and keeps them informed of all pertinent incoming information.
* Maintains dispatch center work area and equipment in clean and working condition.
* Composes, types, and edits material requiring judgement as to content, accuracy, and completeness for the (CAD) Computer Aided Dispatch System.
* Inputs data to standard office and department forms, both manual and automated; makes simple postings to various reports; compiles and tabulates data.
* Assists members of the public on a walk-in basis.
* Maintains dispatch documents and records; prepares case reports.
* Assists in training new employees.
* Performs other related duties as assigned.

**Required Knowledge and Skills:**

* Knowledge of emergency communications operations, procedures and equipment.
* Knowledge of Police Department policies and procedures.
* Knowledge of computers and electronic data processing equipment and applications.
* Knowledge of modern office practices and procedures.
* Knowledge of basic accounting and bookkeeping principles and practices.
* Skill in operation of radios, consoles and related dispatch tools and equipment.

**Job Description continued:**

Communications Specialist

* Skill in performing cashier duties accurately.
* Skill in meeting and dealing with the public and providing high quality customer service.
* Skill in communicating effectively both orally and in writing.
* Skill in establishing effective working relationships with co-workers, other agencies and the public.
* Skill in handling stressful situations.

**Education and Experience:**

* High School diploma or GED, and one (1) year of general office experience including typing, filing, accounting or bookkeeping.
* State of Arizona driver’s license with a record of no suspensions or revocations.
* Must have a personal record with no felony convictions and no disqualifying criminal history.
* Must be a citizen of the United States.
* Must be certified in the Arizona Criminal Justice Information System (ACJIS) within six (6) months of employment.

**Physical Requirements:**

* Frequently requires sitting, talking and hearing; occasionally requires walking.
* Occasionally requires lifting and/or moving up to 20 pounds; requires close vision and the ability to adjust focus.
* Work is performed in an office environment; noise level is usually quiet.

**Equipment and Tools Utilized:**

* Computer-aided systems; personal computer including word processing software; copy machine; fax machine; telephone and radio.

**This is a fulltime position, expected to start around the first of the year**

**Hours are Monday-Friday, 8am-4pm**

**Starting pay is $12.56 / hour plus benefits**

**Applications can be downloaded from** [**www.cityoftombstoneaz.gov**](http://www.cityoftombstoneaz.gov)

**Completed applications should be submitted in paper form to the Tombstone Marshal’s Office**

**This job announcement expires on Friday, December 10th. Oral boards will be the following week.**