

*Limestone
County Commission*

*Chairman
Collin Daly*

*Administrator
Ellen Morell*



*Commissioners:
David Ruf
Johnny Turner
Derrick Gatlin
LaDon Townsend*

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

COMMUNICATIONS OFFICER

Sheriff's Office

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

Or

Online: <https://limestonecounty-al.gov/doing-business/jobs>

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES
AND RESPONSIBILITIES**

SALARY \$20.74 PER HOUR

**APPLICATIONS WILL BE ACCEPTED UNTIL
POSITION IS FILLED.**

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Communications Officer

Sheriff's Office

SD/15
Grade 12

JOB SUMMARY

This position is responsible for answering emergency and non-emergency calls and for dispatching appropriate personnel.

MAJOR DUTIES

- Receives and screens incoming emergency calls from the public and other user agencies; categorizes and prioritizes calls, including 911 calls.
- Determines and dispatches the appropriate emergency personnel to incident locations; provides emergency medical instructions to callers prior to the arrival of responders as needed.
- Receives non-emergency calls from the general public; gathers and forwards information to appropriate county departments.
- Logs calls and maintains related records.
- Inquires, retrieves, and monitors data from NCIC database; ensures compliance with rules and regulations.
- Maintains contact with emergency personnel in the field.
- Responds to drivers' license and vehicle information requests.
- Participates in training exercises.
- Dispatches wrecker services and utility services to accident scenes and other calls for service.
- Monitors multi-agency radio traffic.
- Maintains updated phone list of department personnel and emergency lists for county schools, fire departments, etc.
- Monitors fire and other alarm systems.

- Provides weather and road condition reports to the general public.
- Transmits and receives messages with other agencies by teletype.
- Completes daily checks of communication and computerized equipment.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of emergency communications principles and practices.
- Knowledge of NCIC policies and procedures.
- Knowledge of emergency dispatch procedures.
- Knowledge of radio and telecommunications equipment.
- Knowledge of CAD system functions and maintenance.
- Skill in the use of computers and job-related software programs.
- Skill in making decisions in high pressure and emergency situations.
- Skill in public relations.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Lieutenant - Jail assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include NCIC guidelines and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related emergency communications duties. The necessity of responding to unforeseen and emergency situations contributes to the complexity of the work.
- The purpose of this position is to receive emergency and non-emergency calls and to dispatch service

personnel as appropriate. Successful performance contributes to the efficient and effective response to emergency and life-threatening situations.

CONTACTS

- Contacts are typically with department personnel, other county personnel, other law enforcement agencies, National Weather Service staff, school officials, health care providers, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain NCIC certification.
- Possession of or ability to readily obtain APCO certification.