



JOB POSTING

Communication Officer

Full-Time & Part-Time Openings



RESPONSIBILITIES:

- Receives and responds by radio and telephone, to all calls from the general public, police, fire, and EMS personnel concerning information and emergency situations.
- Attends meetings, seminars, training, and workshops as required.
 - Must be able to travel for training. Some overnight stays may be required.
 - Must maintain confidentiality of restricted information and follow instructions.

REQUIREMENTS:

- High school graduate or have a GED.
 - Must be CPR certified to complete certain training classes.
 - Must not have a felony arrest.
- Ability to operate a variety of automated office machines including fax, computers, copiers, printers, TDD, recorders, telephones, and radios.
- Must be able to communicate effectively with police, EMS, employees, and the general public including upset, injured, and frantic individuals.
 - Ability to comprehend a variety of reference books and manuals including policy and procedure manuals.
- Ability to use and interpret signals, codes, and law enforcement, fire, and EMS terminology and language.

Submit application/resume by February 28, 2020 to Jared Teaney at jteaney@dearborncounty.in.gov.