

City of Lenoir

Job Vacancy Announcement

5/6/2016

Police Department

Telecommunications Officer

Hiring Rate: \$24,565 - \$27,082 (DOQ)

General Duties and Responsibilities:

Performs radio and telephone communications including receiving and dispatching 911 calls for Police services. Position will be 12 hour night shifts on a 2/2/3 rotation, after training is complete. Training will occur during both day and night shifts.

Knowledge, Skills, and Abilities:

Must have knowledge and ability to use communications equipment and maintain required records; knowledge of modern law enforcement practices and procedures; and general understanding of city geography and street system. Must have ability to interact effectively with the public including ability to speak calmly and clearly under all types of stress and no-stress situations. Must be multi-task oriented.

Requirements:

Completion of high school. Completion of basic computer skills training. Prior dispatching experience desired. Starting pay will be within range, but actual salary depends on experience and education. This is considered sedentary work, requiring ability to speak, hear, keyboard, and lift up to 10 lbs.

Special Requirements:

Must successfully complete D.C.I. certification training within 6 months of hire.

Benefits:

11 Holidays; 10 Vacation Days; 12 Sick Days; Medical Life, and Worker's Compensation Insurance, Retirement; Membership at City fitness facilities.

Hiring Procedures:

All applicants for Telecommunications Officer position must submit an official City of Lenoir employment application to NC Works Career Planning and Placement Center or the City of Lenoir Human Resources Department at Lenoir City Hall.

Closing date for Applications: Open until filled.

**To apply or for more information regarding essential job functions and requirements, contact NC Works Career Planning and Placement Center, 1909 Hickory Blvd., Lenoir, NC 28645; (828) 759-4680
Pre-employment drug screen and successful background check required.**

THE CITY OF LENOIR IS AN EQUAL OPPORTUNITY EMPLOYER