

# City of Lenoir

## Job Vacancy Announcement

5/6/2016

### **Police Department**

Telecommunications Officer I (Part-time)

Hourly Rate: \$11.81

### **General Duties and Responsibilities:**

Performs radio and telephone communications including receiving and dispatching 911 calls for police services.

### **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 and basic computer skills training. Must be able to type a minimum of 35 wpm with minimal mistakes. Prior dispatching experience strongly preferred. 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.

### **Work Schedule:**

This position requires a maximum amount of scheduling flexibility to include days, nights, weekends and holidays; may also be called in on short notice.

### **Benefits:**

Worker's Comp and free membership at City of Lenoir fitness facilities.

### **Hiring Procedures:**

All applicants for Telecommunications Officer I position must submit a City of Lenoir application to the NC Works Career Planning and Placement office or the City of Lenoir Human Resources Department.

### **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.**