



COUNTY OF ST. CLAIR



HUMAN RESOURCES DEPARTMENT ANNOUNCES THE FOLLOWING JOB OPPORTUNITY:

REQUISITION NUMBER: **18-015**
TITLE: **Communications Officer**
DEPARTMENT: St. Clair County Central Dispatch Authority- 1170 Michigan Rd. Port Huron, MI 48060
WAGE RANGE: \$36,395 - \$44,853 (Annually Adjusted)
HOURS: Full Time **(department operates on a 24 X 7 schedule)**
APPLY BETWEEN: February 1, 2018 through and Including February 28, 2018
OTHER INFORMATION: Open to St. Clair County Employees and the Public

- *The Communications Officer posting is in compliance with the St. Clair County hiring policy guidelines instituted by the Board of Commissioners.*

POSITION SUMMARY:

Under the direct supervision the Communications Officer will relay information from emergency callers to the proper resources (police, fire, and emergency medical responders). Dispatcher's answer business, emergency, enhanced 9-1-1 and cellular 9-1-1 telephone lines along with Smart 9-1-1 and text 9-1-1. They are responsible for monitoring and dispatching 34 police, fire, EMS agencies within St. Clair County. Communications Officers collect, store, retrieve and disseminate information vital to emergency service operations.

EXPERIENCE, SKILLS, EDUCATION:

- High school diploma or G.E.D. required.
- The ideal candidate will have 1+ years of experience in administrative support, customer service emergency communications, or in a fast paced multi-discipline environment.

CONDITIONS OF EMPLOYMENT:

- Prior to starting employment, the candidate must complete a satisfactory background check. The background check is understood to encompass all forms of pre-employment screening, including but not limited to: drug screen, physical, criminal background, driving record, sex offender registry, education, training and licensing verification, employment history, credit check, and professional and personal references.
- Prior to employment must successfully pass an extensive criminal background check including, but not limited to, a comprehensive physical evaluation, psychiatric evaluation and hearing test with regard to the listed job functions.
- Must possess a valid State of Michigan operator license and maintain this license throughout employment in this position.
- Must be 18 years of age or older.
- Must successfully complete CTO training within 6-9 months of date of hire.
- **Must be willing to work rotating shifts, nights, weekends and holidays.**
- Must meet all LEIN and NCIC security requirements as a terminal operator.
- Must successfully pass Emergency Medical Dispatch certification class.
- Current CPR and First Aid Certification.

(For a comprehensive Job Description please visit <http://www.stclaircounty.org/Offices/hr/jobdescriptions.aspx>)

SPECIAL NOTICE TO APPLICANTS: When submitting an application and/or resume please be sure to include evidence that the minimum required qualifications are met (copies of degree, certifications, and/or training, description of relevant experience, etc.). The applicant must include the requisition number from the title line on any application or resume submitted to insure the application is properly designated and processed. If the requisition number is not included, the applicant assumes full responsibility should the application or resume not be attributed to the desired position.

An Equal Opportunity Employer

Apply On-line: <http://www.stclaircounty.org/Offices/hr/jobs.aspx>

St. Clair County Human Resources Department

200 Grand River Avenue, Suite 206, Port Huron, MI 48060 Phone: 810-989-6910 Fax: 810-966-2904

Email: hrrecruitment@stclaircounty.org

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