

LEE COUNTY SHERIFF'S OFFICE



JOB ANNOUNCEMENT

Job Title: Communication Officer	Hours of Availability: 12 hour rotating shifts 6a-6p / 6p-6a
Closing Date: Open until filled	Position Announcement: SD19-24-04
Work Location: Lee County, AL	
Division: Admin	
Reports to: Division Commander	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Pay Range: \$ 40,887.89 - \$ 49,065.47
JOB SUMMARY: This position is responsible for the dispatching of law enforcement officers and other public safety personnel in response to emergency and non-emergency calls.	
ESSENTIAL JOB FUNCTIONS: <ul style="list-style-type: none"> • Dispatches law enforcement, fire, and medical units to calls • Maintains logs and records of inquiries and calls received • Monitors radio traffic • Receives and provides emergency and non-emergency information to Deputies and other public safety personnel • Monitors, updates, and research NCIC and ACJIC databases; prepares and returns monthly ACJIC validations; enters local warrants, missing person, and stolen property information • Performs other related duties as assigned 	
QUALIFICATIONS: <ul style="list-style-type: none"> • High school diploma/GED and one(1) of related experience or equivalent • Possession of and ability to readily obtain ACJIC/NCIC certification • Completion of requirements for certification (APCO standards) as a public safety communications officer and maintain a standard of proficiency that meets or exceeds State and Federal requirements • Ability to perform computer entry duties with speed, efficiency, and accuracy • Ability to handle confidential information with tact and discretion 	
Applicants should apply at the Alabama State Employment Office or the Lee County Sheriff's Office (1900 Frederick Road, Opelika, AL) Monday through Friday, between the hours of 8:30am – 4:30pm. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also fax a completed application to (334) 737-7118 or email hr@leecountysheriff.org . Previous applicants should reapply. For more information visit: www.leecountysheriff.org	
<i>Lee County is an Equal Opportunity Employer; we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).</i>	