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The City of West Point currently has the following position open:

### **Communications Officer**

The West Point Police Department Communication/Emergency 911 Division is a vital link between citizens needing police officers responding to calls for service. The purpose of the Communications Division is to collaborate with the community, the department, and other agencies to provide professional services that protect life and resolve problems. They are also responsible for answering both emergency and non-emergency calls for service. The Communication Operators dispatch Police, Fire and Emergency Medical Service (EMS). The Communications Division is in operation 24 hours a day, 365 days a year.

#### **JOB DESCRIPTION**

Responsibilities include, but are not limited to: receives, monitors, and dispatches radio communications for the City of West Point, receives and screens incoming telephone calls from the public and other public safety agencies; categorizes and prioritizes calls during emergency situations, monitors state crime information center computer, enters emergency and non-emergency data into computer, dispatches emergency calls to units in the field, gathers intelligence from callers for officers in the field, provides first responder assistance when appropriate, notifies other departments or agencies as needed, monitors weather conditions and relays information to field units, enters criminal warrants into computer database; removes warrants when they are served; enters and clears stolen automobiles, tags, articles, guns, and missing persons, monitors two-way radio; maintains contact with emergency personnel, maintains log of all radio transmissions, participates in training exercises, runs driver and criminal histories, enters missing persons information into crime information computer, performs other related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

Applicants must possess a High School Diploma or equivalent and be capable of passing a pre-employment drug screen and criminal background check. Applicants must demonstrate adequate writing skills, ability to speak clearly, ability to remain calm during stressful situations, and have basic computer skills. Applicant must also possess the ability to complete communication officer training and be flexible and able to work any shift.

**Applications will be accepted until March 20, 2024. Please make sure to complete a Communications officer application which can be picked up at City Hall 730 1<sup>st</sup> Avenue or downloaded from [www.cityofwestpointga.com](http://www.cityofwestpointga.com).**

**Salary Range:** \$33,825.72 - \$41,268.50

**All applications must be returned to:**

**LaSheika Ward**

**City of West Point**

**Human Resources Department**

**730 1<sup>st</sup> Avenue**

**P O Box 487**

**West Point, GA 31833**

**[lasheika.ward@cityofwestpointga.com](mailto:lasheika.ward@cityofwestpointga.com)**

**\*\*NO PHONE CALLS PLEASE\*\***