



CITY OF ISLE OF PALMS – POLICE DEPARTMENT COMMUNICATIONS SPECIALIST

The City of Isle of Palms Police Department is accepting applications for the full-time position of Communications Specialist (CS). The position involves answering administrative phone lines for multiple agencies and directing the calls to the appropriate function. In addition, the CS will also interact with the citizens to provide services, become certified to utilize the National Crime Information Center (NCIC) terminal and other administrative tasks in support of department operations. Work is performed on rotating shifts to include weekends and holidays.

Minimum Training & Experience required: High School diploma or equivalent, computer proficiency, and experience with Windows-based applications preferred. Applicants will be subject to a polygraph examination and thorough background investigation to include criminal history. Upon conditional offer of employment, candidate must undergo drug test.

Application must be on official City of Isle of Palms Police Department employment application.

To apply, visit the City website at: www.iop.net for a job description and official police application. Information is also available at City Hall, 1207 Palm Boulevard. Submit completed police application and any supplemental résumé information to the City of Isle of Palms, Attention: Human Resources, Post Office Box 508, Isle of Palms, South Carolina 29451 or wynnetted@iop.net

Starting salary for the position: \$33,148 with a competitive benefits package.
Applications will be accepted until the position is filled.

EOE

COMMUNICATIONS SPECIALIST

FUNCTION:

Under the general supervision of police supervisor, performs highly responsible duties involving the operation of public safety radio, NCIC Terminal, and other computer terminals.

DUTIES:

Responsible for answering administrative phone lines and directing calls to the appropriate function.

Receives and forwards calls to the Charleston County Consolidated Dispatch Center from the public concerning crimes, police responses, fire responses, and emergency medical assistance.

Monitors public safety cameras.

Conducts NCIC criminal history, warrant checks, article checks and SCDMV checks as required.

Enters wanted persons and stolen articles / property into NCIC Terminal.

Monitors NCIC Terminal for potential warrant checks/hits (10-minute hits), stolen article confirmations, criminal history checks, BOLOs (Be On the Look Out messages), and administrative messages.

Receives and transmits messages between City and other law enforcement / fire departments.

Collects and receipts monies from citizens for various City licenses and permits.

Coordinates issuance of Hurricane Re-entry stickers.

Assists department members with administrative functions.

Records calls, takes phone messages for department members.

Assists Administrative Secretary with Records function as needed.

Provides initial contact to public entering Public Safety Building.

Refers to policy and procedures manuals, computer manuals, codes / laws / ordinances / regulations, publications and reference texts, etc.

Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of State and Federal laws pertaining to NCIC operations.

Knowledge of departmental policies and procedures.

Knowledge of City geography.

Skill in the operation of NCIC and personal computers.

Skill in the use of telephone and radio equipment.

Ability to work under very stressful conditions and accepts responsibility.

Ability to exercise independent judgment, takes initiative, and work with little or no supervision.

Ability to work well with colleagues and the general public.

Ability to communicate clearly and succinctly both verbally and in writing.

EDUCATION, TRAINING, AND EXPERIENCE:

Graduation from an accredited high school or GED.

Completion of NCIC certification course within six (6) months of employment.

(Note: The listing of duties in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities and it does not give exclusive title to every function described.)