

City of Isle of Palms, SC
Communication Technician
(Police Department)



Job Opening

We are looking for a person to perform highly responsible duties involving the operation of short-wave radio, teletype and computer terminals. Responsible for receiving requests for police, fire and emergency medical assistance

ESSENTIAL JOB FUNCTIONS:

- Receives calls from the general public concerning crimes, police emergencies, fires and emergency medical assistance.
- Dispatches police units to investigate complaints.
- Determines number and type of units to be dispatched to emergencies.
- Records calls and complaints received.
- Monitors radio traffic for the department to provide additional assistance to officers when needed.
- Receives and transmits messages between City and other law enforcement/fire departments.
- Monitors all NCIC/FBI messages throughout shift, including response to "hits" pertaining to a warrant or likewise for our department by another department.
- Answers non-emergency calls for the department, assisting and transferring callers as needed.
- Runs criminal history checks and driver information on suspects and for potential new hires for the department.

Job Skills

- Knowledge of State and Federal laws pertaining to NCIC or completion of NCIC certification course within six (6) months of employment.
- Knowledge of general principals, practices, and procedures of dispatching for police, fire, and emergency medical service.
- 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 type at the correct rate of thirty (30) words per minute.
- Ability to work under very stressful conditions and accept 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.

Minimum Requirements:

- High school diploma or equivalent
- Completion of NCIC certification course within six (6) months of employment.

Compensation:

Salary-\$43,870-49,400

Hours:

Night Shift

How to Apply:

Qualified candidates should visit the City's website at [Online Application for Employment \(cognitofrms.com\)](https://cognitofrms.com) and submit an online application.

EOE Open until filled