



**WE ARE
HIRING!**

Communications Officer

The City of Norcross is seeking a Full-Time Communications Officer. Must be able to work evenings and weekends, as needed. Salary dependent on qualifications and experience.

This position is responsible for receiving calls for assistance from the public and dispatching the appropriate emergency and non-emergency personnel. This includes all department communications' activities including fixed and mobile radio operations, teletype, telephones, complaint desk, private communications bulletin board exchange and messenger service within the department, as well as between the Police Department and other related agencies.

Job Duties

- Receives, monitors, and dispatches radio communications for emergency and non-emergency situations
- Receives and screens all incoming telephone calls from the public and other public safety agencies
- Dispatches the appropriate emergency personnel
- Assists the public by providing directions and information
- Maintains a continuous log of incoming radio calls
- Monitors and routes incoming messages from national and state computer networks; enters and removes information as requested into NCIC and GCIC networks, including information on missing persons and stolen articles
- Assists officers on duty by using the GCIC and NCIC computers to run criminal and license histories
- Monitors, operates and manages complex communications and computer equipment
- May perform miscellaneous duties such as entering data from police reports and assisting in the bonding process
- Services citizens by coordinating utility re-connections when City Hall is closed
- Notifies Public Works team when citizens have needs for water or electrical service during hours when City Hall is closed

Sign On Bonus!

**\$2000-\$4000
for Certified & Non-Certified Officers!**

Minimum Requirements

- High School/GED. One to two years of experience.
- Possession of or ability to obtain GCIC/NCIC certification.
- Must be able to successfully complete the Basic Communications Certification course as approved by Georgia Peace Officers Standards and Training within 6 months of employment.



**For questions
contact Erin Taylor
etaylor@norcrossga.net**

**For applications visit
www.norcrossga.net**