



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

Communications Officer

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 Requirements: Applicants must be at least 21 years of age, 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 beginning Wednesday, November 9, 2016- Wednesday, December 7, 2016

Applications may be downloaded @ www.cityofwestpointga.com, or picked up at West Point City Hall.

All applications must be returned to:

**Virginia Nieves
City of West Point
Human Resources Department
730 1st Avenue
P O Box 487
West Point, GA 31833
vnieves@cityofwestpointga.com
Absolutely NO phone calls please.**

The City of West Point is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability. The hiring authority will only contact those individuals deemed most appropriate for the position.