

August 27, 2018

Job Posting

Position: Civilian Communications Operator
Department: Madison County Consolidated Communications FLSA status: Non-exempt
Work Schedule: As Assigned Status: Full-time
Job Category: COMOT (Computer Office Machine Operation Technician) Hours: Varied

Duties:

Receives all incoming emergency and information related calls for the County other police departments; gathers maximum amount of caller information in minimum amount of time, determines appropriate response and dispatches field officers and other emergency personnel accordingly.

Receives and transmits computer teletypes, criminal histories, stolen vehicles, warrant information, runaways; and license plate, gun, and vacation checks.

Maintains complete and accurate typewritten log of all radio traffic calls, officer overtime and vacation days, towed vehicles, and employee information for easy access and retrieval.

Monitors radio frequency activities of various other law enforcement agencies, civil defense, and city/county departments.

Monitors Diebold alarm system and dispatches officers when activated; notifies bank officials of alarm malfunctions.

Verifies and maintains accurate (IDACS) information for County and other law enforcement agencies. Dispatches (SWAT) and fatality teams, as needed.

Notifies appropriate officials of impending emergency situations including weather, road, bridge, and school closings and disasters.

Operates and maintains telephone tape recording systems that automatically records all incoming calls. Periodically types incident, complaint, and arrest reports as required.

Transmits messages for Sheriff, other officials, and department personnel; and issues news releases as required.

Maintains clean and orderly radio room and equipment.

Performs related duties as assigned.

Requirements:

High school diploma or equivalent. Ability to pass comprehensive criminal history background checks, and drug screen.

Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the department, and to take authoritative action as situations demand.

Practical knowledge of area law enforcement demands, and ability to effectively receive and dispatch calls requiring emergency and informational assistance. Knowledge of and ability to use all assigned communications equipment.

Knowledge of and ability to read maps, use emergency code terminology and clearly and calmly respond during stressful situations.

Ability to appropriately receive, maintain, and log all radio traffic information. Ability to effectively prepare department reports and employee records as required.

Ability to effectively communicate with the public, other officials, and agencies during various emergency situations.

Ability to use standard office equipment including copier and calculator.

Certification or ability to use (IDACS) computer system and ability to meet all departmental hiring and retention requirements.

Applications for the position are available and must be submitted to Human Resources by mail:

16 E 9th Street, Suite 105,

Anderson, IN 46016

Or

Online:

http://www.madisoncounty.in.gov/HR_Application.pdf

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