



RAYMONDVILLE POLICE DEPARTMENT

Communications Officer Job Description



1. Individual should be able to be adept at multitasking and prioritizing in a high-pressure work environment.
2. Be able to effectively and courteously communicate with the general public and public servants of various agencies
3. Possess a High School Diploma or G.E.D.
4. Must pass an in-depth background check
5. Confidentiality in handling information is an absolute requirement
6. Ability to efficiently monitor, comprehend and disseminate radio traffic to and from various agencies. This includes, but is not limited to radio base consoles, specialized hearing/speech impaired equipment, 9-1-1 systems, and various other communications equipment.
7. Familiarity and effective use of computers with Microsoft Word plus a willingness and ability to learn or adapt to new systems as necessary.
8. Some lifting (up to 40 pounds) as necessary.
9. Performing various other general office procedures such as filing, scanning, faxing, emailing and assisting other departments as needed.

Job Details include but are not limited to:

Individual will greet and assist the public coming into the Police Department main lobby.

Individual will receive routine police department business calls, calls for service, as well as emergency telephone calls. Individual will route incoming calls to the various divisions and personnel or take messages as needed.

Individual will route and/or dispatch calls for service for Police, EMS and Fire departments as appropriate.

Individual must be able to work varied schedules and is subject to being called in for emergencies or special details or events