

# MOUNTAIN HOME POLICE DEPT.

## City of Mountain Home – Job Announcement

The City of Mountain Home is an Equal Opportunity Employer – we will make any reasonable accommodation necessary to ensure equal employment opportunities

- 1) A criminal background check is required for all City of Mountain Home positions.
- 2) A separate application must be submitted to apply for another open position in the City.
- 3) Only completed applications with work history will be accepted.
- 4) A resume may accompany the City application but will not be substituted for any part of the application.
- 5) Accompanying resumes must refer to the specific job posting in order to be considered.
- 6) Applications must include complete work history and references.
- 7) Applications will not be accepted by fax.
- 8) Interviews will be set up by the Department.

### POSITION DETAILS:

**Date Posted:** 10/3/22      **Department:** Police Dept.      **Title:** Communications Corporal  
**Posting Expires:** UNTIL POSITION FILLED      **Location:** Street Department      **Grade & Status:** Grade 9 FT  
**Contact Phone:** 870-425-7042      **FLSA:** Non-Exempt      **Salary Range:** \$14.03 -15.77  
**NORMAL DAYS & HOURS OF OPERATION:** 6:00 am – 6:00 pm Rotating Days (must be available weekends and holidays)

**WHERE TO APPLY (in person or via us mail):** Mountain Home HR Office  
City Hall Annex  
720 Hickory St.  
Mountain Home, AR 72653

### JOB NOTICE -

APPLICANTS MUST BE 18 YEARS OF AGE OR OLDER. APPLICANTS MUST MEET OR EXCEED ALL REQUIREMENTS.

### DESCRIPTION

**JOB TITLE:** COMMUNICATIONS CORPORAL – SECURITY SENSITIVE  
**GRADE:** 9 – FLSA – NON-EXEMPT

### JOB SUMMARY:

The Communications Corporal works under the direct supervision of the Communications Sergeant and is responsible for supervising the Communications Officers in receiving and dispatching routine and emergency information for the Mountain Home Police Department. This position is non-sworn, governed by department policies and procedures, and must always work with civility and professionalism.

### ESSENTIAL DUTIES:

- a) In the absence of the Communications Sergeant; supervises communication officers in their assigned duties; oversees and monitors telephones and radio in the communications center, answers all incoming calls and ascertains nature of call, and gathers all necessary information to transmit or relay; and performs radio checks with officers in the field to check on their well being and location.
- b) Dispatches police, fire, ambulance, wreckers and other response vehicles for emergency responses; perform dispatch functions for other police, fire and EMS departments in the county; contacts all required personnel, city departments and other law enforcement agencies in the event of an emergency situation; and notifies all department supervisors in the event of an emergency.
- c) Maintains logs on radio and telephone communications and tapes pertaining to 911 and other emergency calls; takes complaints over the telephone and enters them in the computer; and provides departmental training for communications officers.

- d) Operates the Arkansas Crime Information Center (ACIC)/National Crime Information Center (NCIC) terminal by performing entries and deletions of data; enters and receives inquiries, warrants, and messages for officers in performance of their duties; conducts regularly scheduled ACIC/NCIC audits; maintains logs and paperwork on ACIC/NCIC equipment; operates a variety of office equipment; and maintains the communications center work area and equipment in clean and working condition.
- e) Carries out duties in conformance with federal, state, county, and city laws and ordinances.
- f) Prepares a variety of reports and records.
- g) Performs related responsibilities as required or assigned.

**WORK RELATIONSHIPS:** The communications corporal has frequent contact with department personnel, other law enforcement agencies, the general public, and occasional contact with emergency personnel.

**SPECIAL JOB DIMENSIONS:** The communications supervisor is subject to call out during emergency situations.

**KNOWLEDGES, SKILLS AND ABILITIES:**

Knowledge of security systems, procedures, and policies.

Knowledge of state and federal laws governing detention facilities.

Knowledge of emergency communications protocols.

Working knowledge of computers and electronic data processing.

Some knowledge of accounting principles and practices.

Some skill in the operation of the equipment found in the communications center.

Ability to perform cashier duties accurately.

Ability to effectively meet and deal with the public.

Ability to communicate effectively verbally and in writing.

Ability to handle stressful situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, handle, or feel objects, tools or controls; and reach with hands and arms. Perform self defense tactics when handling combative inmates in the jail facility. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**MINIMUM QUALIFICATIONS:**

- a) Must be at least 18 years of age.
- b) Be a citizen of the United States.
- c) Possess a valid Arkansas driver's license.
- d) The formal education equivalent of a high school diploma.

Other job-related education and/or experience may be substituted for all or part of these basic requirements upon approval of the chief of police.

**SPECIAL REQUIREMENTS:**

- a) Must successfully complete training equivalent to the basic jail course offered by the Arkansas Law Enforcement Training Academy or the Department of Corrections, or if a Certified Law Enforcement Officer, be certified by the Chief of Police that the incumbent is knowledgeable of the standards. Must meet the medical standards required by Law Enforcement Minimum Standards. Must pass a health examination for communicable diseases.
- b) Must pass the ACIC Computer Terminal Operations Course, the Emergency Medical Dispatch Course and the Fire Dispatch Course.
- c) All promotions are subject to a one year-probationary period.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**WORK ENVIRONMENT:**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations.

**The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and/or requirements.**

**THE CITY OF MOUNTAIN HOME IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**

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Hillrey Adams, Mayor

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INDEED.COM

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