

MOUNTAIN HOME POLICE DEPARTMENT

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

POSITION DETAILS:

Date Posted: 12/5/22 Department: Police Department Title: **Communications Officer/Secretary**
Posting Expires: 12/12/22 Location: Police Department Grade & Status: Grade 8 FT
Contact Phone: **870-425-7042** FLSA: Non-Exempt
DAYS & HOURS OF OPERATION: **Must be available holidays, weekends, and nights.**

WHERE TO APPLY (in person or via us mail): City of Mountain Home HR –
720 S. Hickory St., Mountain Home, AR 72653 or on Indeed.com

JOB NOTICE -

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

DESCRIPTION

JOB SUMMARY: The Communications Officer / Secretary is primarily responsible as a Communications Officer and works under the direct supervision of the Communications Supervisor. During the hours the employee is not working as a fill-in for Communications, they shall work under the direct supervision of the Office Manager. This position is non-sworn, governed by department policies and procedures, and must always work with civility and professionalism.

WORK RELATIONSHIPS: (See job descriptions for Communications Officer & Clerk/Receptionist)
The Communications Officer / Secretary has frequent contact with department personnel, companies, the general public, other law enforcement agencies and other city departments.

SPECIAL JOB DIMENSIONS: (See job descriptions for Communications Officer & Secretary)
Dispatch personnel are subject to call out during emergency situations.

KNOWLEDGE/SKILLS/ABILITIES: (See job description for Communications Officer & Clerk/Receptionist)

- a) Knowledge of general office practices.
- b) Knowledge of grammar, spelling, and punctuation.
- c) Knowledge of record keeping systems.
- d) Knowledge of basic arithmetic.
- e) Knowledge of basic computer skills.
- f) Knowledge of security systems, procedures, and policies.
- g) Knowledge of emergency communication protocols.
- h) Ability to answer the telephone, greet visitors, and provide information and assistance.

- i) Ability to maintain filing systems and research files to verify data in various forms and documents.
- j) Ability to operate standard office equipment.
- k) Ability to operate radio, and other dispatch and communication equipment.
- l) Ability to answer emergency calls and route to the appropriate department personnel.
- m) Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS: (See job description for Communications Officer & Secretary)

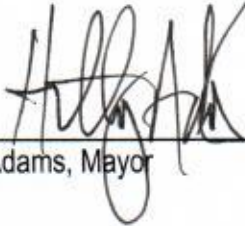
Must pass the ACIC Computer Terminal Operations Course, the Emergency Medical Dispatch Course and the Fire Dispatch Course.

MINIMUM QUALIFICATIONS: (See job description for Communications Officer & Secretary)

- 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

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.



Hillrey Adams, Mayor

PUBLIC NOTIFIED VIA:

CITY BULLETIN BOARDS
WORKFORCE SERVICES
CITY WEBSITE
INDEED.COM