

Seeking Communications Officer

PART TIME Midnight Weekend Shifts or Fill In Shifts

On the job training provided

Starting Pay \$9.50/ After training \$10.00

Please contact the Bollinger County Sheriff's Office at 573-238-2633 to speak with Communications Supervisor Seabaugh or come into the Sheriff's Office located at 202 High Street Marble Hill, Missouri, 63764 to complete an application.

Communications Officer Duties Include:

- Responsible for answering incoming calls for Sheriff, Police, Highway Patrol, Fire Departments and Ambulance Service by way of telephone, in person, 9-1-1, electronic or radio
- Collect pertinent information from callers and disseminate that information to responding units or agencies
- Assist with booking of inmates
- Provide pre-arrival instructions or directions as needed
- Maintain records and document all calls for service
- Responsible for greeting, directing, and providing services to visitors in the Sheriff's Office lobby
- Receive initial calls for services and determine the nature, location, and severity of emergency as well as services required