

# City of DeFuniak Springs

71 US Highway 90 West  
Post Office Box 685  
DeFuniak Springs, FL 32435



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## **JOB NOTICE COMMUNICATIONS OFFICER/911 DISPATCHER – POLICE DEPARTMENT**

**Post Date: January 5, 2021**

**Close Date: Open Until Filled**

**FLSA Status:** Non-Exempt

**Pay Grade:** 7

**Starting Hourly Pay Rate:** \$14.90 for non-certified and \$16.40 after certification

The City of DeFuniak Springs is now accepting applications for one (1) full-time **Communications Officer/911 Dispatcher** for the DeFuniak Springs Police.

General Statement of Job – The duties of this position require a person to answer regular and 911 phone calls, operate a radio console and demonstrate proficiency in following established DeFuniak Springs City Marshal's Office communications protocol with personnel in the field. Ability to assist the public, officers and other employees of the City Marshal's Office. Communications Officer will be solely responsible to the City Marshal or his designee for the discharge of his/her duties.

Minimum Qualifications – Must be at least 19 years old with a high school diploma, Florida General Education Development Test (GED), or Out-of-State GED, with transcript of test results. Valid Florida Driver's License if required to drive a City Marshal's office vehicle. Must be able to operate computer, two-way radio, copier, fax and telephone. Type 35-40 correct words per minute. Must be able to work rotating shifts to include 12, 10, or 8-hour shifts, nights, weekends, holidays, and overtime scheduled and unscheduled. All employees must pass a pre-employment background check and drug screening.

Certificates – NCIC/FCIC certification, 911 PST certification, and EMD/EMT certification within 6 months of employment.

Applications may be obtained from the administration office, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433, or on the city website. Applications will be received during regular office hours, Monday through Friday from 8:00 a.m. until 5:00 p.m.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.