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| Job Title: | Communications Officer | Job Category: | Administrative Support |
| Department/Group: | Sheriff/E911 Maintenance | Job Code/ Req#: | 017-01 |
| Location: | Sheriff Office | Reports To: | Director Asante |
| Level/Salary Range: | $18.48 | Position Type: | Full-Time |
| HR Contact: | Pamela Dunham | Date Posted: | 05-05-2025 |
| Job Description |
| Job SummaryThis position is responsible for receiving, evaluating, and disseminating calls for county, police, fire and emergency medical service through the Communications Unit. 1-year probationary period with 6-month training periodMajor Duties* Receives, evaluates, and disseminates calls for police, fire and emergency medical service.
* Monitors and transmits emergency and operation messages via multi-channel base radio.
* Inputs data and dispatches appropriate units; updates and monitors status of police and fire units using computer aided dispatch system.
* Inputs and retrieves inquiries concerning wanted/stolen status of persons, vehicles, and fire units using computer files.
* Prepares new Communications Officer for MULES and Missouri State Certification through on-the-job training and instruction; trains new Communications Officers in all aspects of the position; evaluates job performance of trainees and provides remedial training as needed.
* Maintains manual and computer files and logs.
* Refers citizens with non-law-enforcement problems to appropriate agencies.
* Monitors jail security via closed circuit camera and audio system; provides back-up jail security via electrical jail door lock.
* Performs other related duties as assigned.

knowledge required by the position* Knowledge of communications equipment and technology
* Knowledge of MULES, NCIC, and FCC rules and regulations.
* Knowledge of Police Department, Fire Department, Highway Patrol, Sheriff’s Department and other emergency service providers.
* Skill in the use of various types of communications equipment.
* Skill in the operation of computers and other types of modern office equipment.
* Skill in oral and written communication.

Supervisory controls: The E911 Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures accuracy, and the nature of propriety of the results.Guidelines:Guidelines include MULES/NCIC standards, FCC regulations, county/city policies and procedures, the county/city EOC plan, County/City Department policy, county computer policy, and Fire Department policy. These guidelines are generally clear and specific buy may require some interpretation in application.Complexity:The work consists of related technical communications duties. The need to perform multiple tasks at the same time contributes to the complexity of the position.Scope and effect:The purpose of this position is to receive, evaluate, and disseminate calls to police and fire units. Successful performance helps ensure efficient communications of information to emergency responders.Personal contacts:Contacts are typically with co-workers, Police Officers, Firefighters, vendors, citizens, medical professionals and representatives of other law enforcement agencies. Physical Demands:The work is typically performed while sitting at a desk or table or while intermittently standing, bending, crouching or stooping. The employee frequently lifts light and occasionally heavy objects, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color. Minimum Qualifications* High School diploma or equivalent.
* No felony convictions.
* Certification by the Missouri State Highway Patrol (MSHP) in computer entry and inquiry is required the first year of employment and re-certification as required by the MSHP.
* Must meet continuing education requirements as established by the State of Missouri.
* Type at least 30 wpm.

All experience is preferred, but not necessary as a public safety communications/dispatcher.to apply:Complete the Camden County Sheriff’s Office employment application along with a copy of your driver’s license.Submit via email to pamela\_dunham@camdencountymo.gov ORSubmit in person to the Camden County Sheriff’s Office located at:1 Court Circle NW, Ste. 13Camdenton, MO 65020Camden County Sheriff’s Office Employment Application can be found on their website:<https://www.camdencountymosheriff.org/employment>  |