



## **County of Greenville ~ Office of the Sheriff**

**Sheriff W.T. Jarratt, Jr.**

### **Employment Opportunity**

**The Greenville County Sheriff's Office will be accepting applications for the following position:**

#### **Communications Officer – Full-Time**

##### **DUTIES:**

- **Answering Emergency & Non-Emergency telephones**
- **Prepare accurate computerized call-logs**
- **Input, search and relay queries to field responders**
- **Interact with the public**
- **Dispatch Police, Fire, EMS, Utilities & Animal Control**

##### **QUALIFICATIONS:**

- **Must be a U.S. Citizen**
- **Must be a High School Graduate or equivalent**
- **Must be at least 18 years of age**
- **Must be able to type at least 25 words per minute**
- **Must be able to pass pre-employment testing which includes (reading, typing, active listening, multi-tasking and spelling).**
- **Must be able to submit and pass a background check**
- **Must have the ability to clearly, effectively and efficiently speak English, both verbal and written**
- **Must be capable of multi-tasking, exercising good judgement, make quick decisions in stressful situations and relay information accurately**
- **Must possess basic computer skills**
- **Must be of good character and reputation**
- **Must be able to work in a fast paced environment**

##### **WORK REQUIREMENTS:**

- **Ability to report to work on time**
- **Ability to work various shifts (Day, Night, Weekend & Holidays)**
- **Ability to work mandatory overtime**
- **Ability to sit and work at computers for extended periods of time**
- **Ability to pass all mandated training**

**The salary for Full-Time Communications Officer is \$38,626.60**

**We are an Equal Opportunity Employer**