**Employment Opportunity**

**The Greensville 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, excising 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 o time**
* **Ability to pass all mandated training**

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

**We are an Equal Opportunity Employer**