



Rick Staly, Sheriff

FLAGLER COUNTY SHERIFF'S OFFICE

"An honor to serve, a duty to protect."

OPEN POSITION ANNOUNCEMENT

Job Title:	Communications Specialist	Posting Date:	Open Until Filled
Division:	Organizational Services	Supervisor:	Director of Communications
Shift:	12 Hours (Days, Evenings, Nights, Weekends, & Holidays)	Salary:	\$39,420 Annually (Includes Contracted OT - \$4,782 & Holiday Compensation - \$2,758)

DUTIES AND RESPONSIBILITIES:

A Communications Specialist is responsible for evaluating all incoming telephone calls and determining the most appropriate and accurate response. They handle Law Enforcement and Fire / Rescue related radio traffic for all Flagler County Law Enforcement and emergency response agencies. They also provide assistance to all Law Enforcement and Fire / Rescue personnel, fellow employees and the public in compliance with the Rules and Regulations of the Communications Division, the Flagler County Sheriff's Office and the State of Florida.

- Complete required certification courses successfully as listed below.
- Answer all incoming telephones on a multi-line system including both administrative lines and E911 emergency lines.
- Handle fire/rescue related radio traffic for multiple units and calls for service.
- Ensure that CAD calls properly reflect any updates as well as correct unit statuses.
- Screen information to determine the nature of the call, priority, jurisdiction and continual documentation of activity.
- Must develop and maintain working knowledge of highways, streets, buildings, and major points of interest in the County and adjacent areas.
- Develop and maintain working knowledge of CAD, multi-trunk phone and radio systems.
- Respond to the public, law enforcement, fire/rescue units, fellow workers and all other agencies professionally, using good customer skills, remaining polite and calm at all times.
- Complete all tasks given by Communications Director or direct supervisor to the best of their abilities.
- Must adhere to Federal, State and Local ordinances.
- Must be able to type a minimum of 35 wpm and be computer literate
- Any other tasks as assigned.

MINIMUM SELECTION CRITERIA:

- Must possess a High School diploma or equivalent.
- Must be 18 years or older.

HOW TO APPLY:

Interested and qualified applicants should download the [application](#) from www.flaglersheriff.com and submit the completed application to careers@flaglersheriff.com.

If more information is required, please contact Human Resources at 386-586-4822.