



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:	\$37,357 Annually (Includes Contracted OT - \$4,711 & Holiday Compensation - \$2,808)
DUTIES AND RESPONSIBILITIES:			
<p>A Communications Specialist is responsible for evaluating all incoming telephone calls and determining the most appropriate and accurate response. They also handle all duties and responsibilities associated with dispatching fire/rescue personnel. They provide assistance to 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.</p> <ul style="list-style-type: none"> • 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:			
<ul style="list-style-type: none"> • Must possess a High School diploma or equivalent. • Must be 18 years or older. 			
HOW TO APPLY:			
<p>Interested and qualified applicants should download the application from www.flaglersheriff.com and submit the completed application to HR@flaglersheriff.com. If more information is required, please contact Human Resources at 386-586-4822.</p>			