



DEPARTMENT: Salisbury Police Department

POSITION: Police Communications Officer

TYPE: Full Time

SALARY: \$34,749.00

BENEFITS: Full Range of Benefits

CLOSING DATE: Open until filled



Overview: We are Salisbury, Maryland, and our town was born from the headwaters of the **Wicomico River**. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost **300 years**. Now one of the largest cities on the peninsula, Salisbury serves as the **Capital of the Eastern Shore**, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

Department: We, the members of the Salisbury Police Department, are committed to providing the highest quality of police services by empowering our members and the community to work in partnership with the goal of improving the quality of life within the City of Salisbury, while at the same time maintaining respect for individual rights and human dignity. **PRIDE** in our community, **PRIDE** in our department, **PRIDE** in ourselves.

Profile:

The Police Communications Officer (PCO) is responsible for answering calls for emergency and non-emergency assistance, gathering pertinent information, and dispatching the appropriate assistance. The PCO will perform a variety of general clerical duties such as filing, indexing, and record keeping. The PCO will utilize a computer-aided dispatch system to log-in each call for service and must quickly dispatch the proper service provider to the scene, making sure they have the proper information. The PCO will also perform regular status checks on officers and other first responders. The PCO will enter warrants, summons, and other data into the computer. The PCO will utilize NCIC to verify motor vehicle tags, driver's licenses and criminal histories. The PCO will receive court documents for service and process them according to policy. The PCO will keep the supervisor informed of unusual or detrimental conditions including equipment malfunctions and process problems.

Preferred Education: High School Diploma or G.E.D.

Preferred Experience: Experience in radio communications or prior dispatch center experience or equivalent training, education and/or experience

Requirements/Certifications: Prioritize and multi-task with attention to detail, especially during extremely demanding situations. Effectively communicate and maintain working relationships with staff and members of the public. Must maintain the highest level of confidentiality and have knowledge of the City's boundaries, addresses, and business locations



How to Apply: A Salisbury Police Department application packet can be completed at www.Policeapp.com/SalisburyMD

City of Salisbury HR, 125 N. Division St., Salisbury, MD 21801 jobs@salisbury.md;
410-548-1065; fax: 10-548-3748

