



DEPARTMENT OF

# POLICE

## Police Communications Officer

**\*\*\$20,000 Sign on Bonus\*\***

**Salary:** \$39,934

**Type:** Full Time

**Benefits:** Full Benefits

**Closing Date:** Open Until Filled

### About Police

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, and 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 license 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 GED required.  
Actively pursuing a degree in Law, Justice and Advocacy and/or Social Justice.

### Preferred Experience

Experience in radio communications or prior dispatch center experience or equivalent training.

### Requirements/Certifications

Prioritize and multi-task with attention to detail 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

**1 Visit [PoliceApp.com/SalisburyMD](http://PoliceApp.com/SalisburyMD)**

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.