

OPENING DATE: August 12, 2020

CLOSING DATE: August 26, 2020

**WAVERLY POLICE COMMUNICATIONS DEPARTMENT IS LOOKING FOR ENERGETIC AND MOTIVATED INDIVIDUALS SEEKING A CAREER IN PUBLIC SAFETY.**

Essential job functions include enhanced critical thinking, recent and high performing computer/keyboard skills and ability to function in a fast-paced environment.

Basic job duties include, but not limited to:

- Receiving and processing emergency and non-emergency calls from the public
- Using a computer-aided dispatch system, dispatch police, fire, and medical units as necessary and in accordance with established procedures
- Monitor multiple radio frequencies
- Operate a variety of communications equipment, including radios, telephones, and computer systems

To qualify for the position of Communications Officer you must:

- Be a U.S. resident or authorized to work in the US. Be at least 18 years old
- Posses a High School Diploma or GED or college equivalent
- Have no pending charges for any criminal offenses or outstanding warrants of any kind
- Not be a convicted felon
- Have a valid Virginia driver's license and have a good driving record.
- Ability to acquire VCIN/NCIN Operator's Certifications and basic dispatch school.
- Willing to submit to a background investigation.

**NOTE: While this advertisement is for full-time opportunity, part-time opportunities may be available. Selected candidates will be assigned to day or night shift and will be required to work some holidays and weekends.**

Interested persons should send a cover letter and Virginia State application to:

Communications Supervisor Pam Jones

Waverly Police Communications Dept

PO Box 318, Waverly, VA 23890

Or deliver in person to 119 Bank Street, Waverly, VA 23890