

FAIRFIELD POLICE DEPARTMENT – JOB ANNOUNCEMENT
JEFFERSON COUNTY LAW ENFORCEMENT CENTER
1200 W. GRIMES AVENUE, FAIRFIELD, IOWA 52556
PHONE: 641-472-4146 FAX: 641-472-7268

COMMUNICATIONS SPECIALIST

SALARY: Starting wage 95% of base pay, upon probation completion bumped to full pay of \$18.96 per hour.

REQUIREMENTS: Graduation from high school or GED. Citizen of United States and resident of the State of Iowa or intend to become resident at time of hire, at least 18 years of age. No felony convictions, aggravated misdemeanors or convictions for crimes involving moral turpitude. Free of drug or alcohol addiction. Normal hearing in each ear. Good moral character as determined by a thorough background investigation and fingerprint search. Possession of a valid motor vehicle operator’s license issued by the state of Iowa. Must possess good typing and computer skills, oral and written skills, able to function under stress, able to handle multiple tasks simultaneously, **MUST** be able to work various shifts, overtime, holidays and weekends. **ALL SUPPLEMENTAL MATERIALS LISTED ON THE ADDENDUM MUST BE SUBMITTED WITH APPLICATION. FAILURE TO DO SO, WILL ELIMINATE APPLICANTS FROM EXAMINATION PARTICIPATION.**

DUTIES: Under general supervision perform communications for emergency services, to include taking complaints, acquiring information from computers and other sources. Provides Emergency Medical Dispatch services by answering E911 calls giving pre-arrival instructions needed and dispatching ambulance and other emergency services as needed. Maintains in-house records of property, warrants, arrests, complaints, accidents and citations.

DEADLINE DATE: Monday, May 27th, 2019 by 4:00 p.m.

WHERE TO APPLY: Apply at the Jefferson County Law Enforcement Center, 1200 West Grimes Avenue, Fairfield, Iowa 52556 or by printing off and completing the application from the Fairfield Police Department Facebook page by the deadline.

EXAMINATION METHOD:

1. Application Process: Application must be on file by deadline date.

2. Oral Interview: Applicants passing the Oral exam will be subject to a thorough background investigation. Applicants will be notified of a date/time.

3. Background Investigation: Applicants passing the background investigation will be recommended to the Chief of Police for placement on the Communications Specialist eligibility list, which is valid for one year.

ALL OF THE ABOVE EXAMS WILL BE HELD IN FAIRFIELD, IOWA.
The City of Fairfield and the Fairfield Police Department are equal opportunity employers.