**POSITION ANNOUNCEMENT**

**POSITION: Police Communications Officer (Full-Time)**

**POSITION DESCRIPTION:** This position is responsible for assisting in the daily operations and daily communications operation for the Campus Police department under the supervision of the Communications/Records Supervisor.

**MAJOR DUTIES:** The Police Communications Officer provides for the accurate and orderly flow of information and acts as a conduit between stakeholders and the police department in order to provide services. The Police Communications Officer will monitor and operate the GCIC and NCIC information networks and distribute information to the Chattahoochee Tech Police Chief and to others in the department through the Communications/Records Supervisor at his or her specific direction. The Police Communications Officer is responsible for monitoring the camera system and other related duties. Any applicant offered employment in this position is required to successfully complete a pre­employment drug test.

**MINIMUM QUALIFICATIONS:**

* High School Diploma or equivalent is required.
* Training in police communications (2-way radio/emergency services/dispatch/telecommunications)
* Must have possession of Certification as a Terminal Agency Coordinator, or must obtain certification (training provided by CTC Department of Public Safety) within 12 months after appointment.
* Must have Georgia POST certification as a police communications officer, or must obtain certification (training provided by CTC Department of Public Safety) within 6 months after appointment.
* Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia.

**SALARY/BENEFITS:**

* $36,982.40 annual salary
* Travel between campuses with the possibility of fluctuating hours and evening hours
* Hours are subject to change based on needs of the college
* Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program.
* Please be aware that all Chattahoochee Technical College employees must be paid by DIRECT DEPOSIT unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**TELEWORK: N/A**

**APPLICATION PROCEDURE**: APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE:** Open Until Filled.

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [(404) 679-4500](tel:(404)%20679-4500), or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [SDWarrington@ChattahoocheeTech.edu](mailto:SDWarrington@ChattahoocheeTech.edu), and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu).

***A Unit of the Technical College System of Georgia***