



Communication Officer Part-Time

Job Summary:

Georgia Northwestern Technical College is seeking qualified candidates for a part-time Communication Officer. The location for the Communication Officer will be determined based upon the chosen candidate's location, and occasional travel to other GNTC campuses as well as overnight travel for training may be required. This position, under limited supervision of the Communications Supervisor and/or Chief of Police, performs work of receiving incoming calls for police services, dispatches officers as appropriate and monitors police radios. The candidate will document police service requests in a computer-aided mobile dispatch system and operate the National Crime Information Center (NCIC) console. Employment is with Georgia Northwestern Technical College and not with an individual campus. Any applicant offered employment in this position is required to successfully complete a pre-employment background and drug test.

Duties/Responsibilities:

- Is responsible for assisting in the daily operations and daily communications operation for the Department of Public Safety/Campus Police department.
- Is responsible for monitoring the CCTV system and other duties related.
- Assists the Terminal Agency Coordinator (TAC), Communications Security Officer, monitors information on the Georgia and National Crime network, trains officers for operations of the networks, and provides information to the GBI as required.
- Acts in the capacity of Communications Officer for police services, dispatching calls from faculty, staff and students.
- Tracks request for assistance received in the department and channels such request to either the Chief, Deputy Chief and/or Communication/Records Supervisor.
- Coordinates the response of Campus Police and adjacent jurisdictions to emergency situation under the direction of the on-scene-commander.
- Maintains a current roster of department personnel to include emergency contact information.
- Acts in emergencies as the distributor and trackers of emergency equipment to field teams as directed by the Director of Public Safety and/or responding emergency personnel.
- Performs other related duties as assigned

Competencies:

- Knowledge of all state laws and regulations governing Terminal Agency Coordinator activities.
- Basic knowledge of Georgia Criminal Code and Police Procedures.
- Knowledge of and skills in the use of basic office machines, especially computers, data entry and spread sheet development.
- Basic computer knowledge.
- Knowledge in basic computer programs: Word and Excel.
- Skill in interpersonal communications and customer service.
- Knowledge of emergency procedures.
- Certification as a Police Communications Officer preferred.

- Familiarization with police and court terminology.
- Knowledge of federal, state and local laws and ordinances and of college policies and regulations.
- Skill in decision making and problem solving.
- Skill in oral and written communication.

Required Qualifications:

High School Diploma or equivalency is required. Must have Georgia POST certification as a communications officer or have the ability to obtain certification within one year. Typing and data entry experience and proficient computer skills. Ability to multitask. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia. Experience in emergency management (FEMA related courses) **and** CCTV experience. Familiarity with the Georgia Open Records Act. An understanding of Federal, State, laws pertaining to NCIC/GCIC.

Preferred Qualifications:

Advanced training beyond basic certification. Previous working experience in law enforcement in a college or other school environment.

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$16.50 per hour.

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

Application Deadline: Open until filled.

Application Process:

All application packets **MUST** be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.