



SALARY: \$15.00/hr. during training
\$15.25/hr. after training w/OLETS certification

OPENING DATE: February 12, 2019

CLOSING DATE/TIME: February 22, 2019 no later than 5:00pm

JOB DESCRIPTION: Communications Officer

APPLY: Applications available at The City of Bixby City Hall at 116 W Needles Ave or www.bixbyok.gov or www.bixbypolice.org

MAJOR DUTIES:

- Answers incoming emergency and non-emergency phone calls; transfers calls to special units within the department as appropriate
- Dispatches calls for service to the appropriate police, fire, animal control, and emergency medical agencies or units
- Dispatches after-hours public works calls
- Completes records checks upon the request of police officers and fire marshal including driver's license and criminal histories
- Enters and updates NCIC files
- Monitors video surveillance
- Acts as jailer providing supervision, meals, and hourly cell check of prisoners
- Performs other related duties as assigned

QUALIFICATIONS

- High School Diploma or GED
- Valid Oklahoma drivers' license
- Must be able to pass a drug screening and background check
- Must be skilled in the use of computers and various software programs as well as multi-line telephone systems
- Ability to read, write, spell and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent
- Ability to make critical decisions and judgments with the speed and accuracy required of the position
- Ability to have the high degree of multi-tasking required of the position
- Ability to work different shifts, i.e., shift work, to include weekends and holidays as needed to maintain a 24 hours per day, 365 days per year operation

PHYSICAL DEMANDS/WORK ENVIRONMENT

The work is typically performed while sitting at a desk or while intermittently sitting, standing, walking, or stooping. The employee frequently lifts light and occasionally heavy objects and uses tools or equipment requiring a high degree of dexterity. The work is typically performed in the Public Safety Communications Center. The employee may be exposed to loud noise.

BENEFITS

The City of Bixby offers paid employee health, dental, vision, life insurance, retirement benefits and paid time off for accrued vacation and sick leave to full-time employees.

The City of Bixby is an EOC.