City of Las Vegas
Career Opportunity

Applications are being accepted for a full time **Communication Specialist** for the City of Las Vegas Police Department.

Entry Level: Per Pay Plan –

Nature of Job: Prioritizes calls in order to provide timely and appropriate response by the Las Vegas Police officers and/or other public safety personnel. Gives information to callers, prepares correspondence, and minor administrative and business details, requires the ability to be multi tasked oriented. Due to federal, state and departmental laws and/or regulations, must be able to maintain confidentiality and security regarding all legal and operational matters learned, seen or heard as a result of employment. Communicates with Department employees, other law enforcement and criminal justice agencies, emergency service providers and the general public to obtain and disseminate information using a multi-line telephone system and police radio. Dispatches to law enforcement personnel in the field (e.g. patrol officers, investigators, agents, etc) information (e.g. All Points Bulletin, Attempt to Locate etc) on calls for service (e.g. 9-1-1, collisions, motorist assistance, etc) to respond to requests for information in order to meet the needs of user groups using a police radio, telephone, computer etc. Prepares periodic reports, ensures security of confidential/sensitive records and reports, performs a full range of work to ensure the efficient and effective operation of the communications unit. Organize and prioritize large volumes of information and call. Answer phone for the Police Department. Takes message or field/answer all routine and non-routine questions. Handle confidential and non-routine information.Work independently and within a team on special nonrecurring and/or ongoing projects. Proficiently operate and maintain all equipment necessary in the performance of duty. Shall follow all City of Las Vegas and Departmental Rules, Regulations, Policies, Procedures, etc., and shall ensure compliance by subordinates (when applicable i.e. Communication Training Officer Program, etc.). (A detailed job description is available at the Human Resource Office.)

Qualifications: Must have a high school diploma or GED equivalent. Valid NM Class D Driver's License, and must be insurable by the City's insurance carrier. Must schedule an appointment with Communication Manger to complete a written, oral and typing test of at least 32 WPM. This will be required prior to application being released to applicant.

Posted: General Public: September 12, 2014 thru September 19, 2014

General Public: Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:

Elmer J. Martinez, Acting City Manager

Human Resource Manager