



**City of Salisbury  
Police Department**

**Police Communications Officer**

Full Time

\$34,749.00 (Annually)

Full Range of Benefits

**\*Consideration for a higher starting salary based on qualifications\***

**Duties:** The Police Communications Officer (PCO) is responsible for answering calls for emergency and non-emergency assistance, gathering pertinent information, and dispatching the appropriate assistance. The PCO will perform a variety of general clerical duties such as filing, indexing, and record keeping. The PCO will utilize a computer-aided dispatch system to log-in each call for service and must quickly dispatch the proper service provider to the scene, making sure they have the proper information. The PCO will also perform regular status checks on officers and other first responders. The PCO will enter warrants, summons, and other data into the computer. The PCO will utilize NCIC to verify motor vehicle tags, driver's licenses and criminal histories. The PCO will receive court documents for service and process them according to policy. The PCO will keep the supervisor informed of unusual or detrimental conditions including equipment malfunctions and process problems.

**Requirements:** High school Diploma or G.E.D. Experience in radio communications or prior dispatch center experience, or equivalent training, education, and/ or experience. Must possess the ability to effectively prioritize and multi-task with attention to detail, especially during extremely demanding situations. Must effectively communicate and maintain effective working relationships with other staff members and members of the public. Must maintain the highest level of confidentiality. Must have knowledge of the City's boundaries, addresses, and business locations. Must possess a valid driver's license and pass a drug screen/background investigation.

**Closing Date:** Open Until Filled

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699 W. Salisbury Parkway  
Salisbury, MD 21801  
Telephone : 410-546-5806

EOE

