



Do you want to be part of an award winning, nationally certified team?

Habersham County Central Communications is looking for highly motivated, enthusiastic individuals to apply for Communications Officer positions. If you enjoy working with people and making a difference in the community; This may be the job for you.

Open until filled.

CONTACT

**APPLY ON-LINE;
HABERSHAMGA.COM**

**WALK-IN'S WELCOME AT 175
E.O.C. DR. CORNELIA, GA 30531
706-778-3911**

HABERSHAM COUNTY CENTRAL COMMUNICATIONS Officer

REQUIREMENTS

- * Flexible Schedule/ Available to work nights, days, weekends, and holidays.
- * 18 years of age or older.
- * High school diploma or GED.
- * Must pass drug test, hearing test.
- * Must pass thorough background and driver's inquiry.
- * Must type 30 WPM.
- * GA POST certified preferred but not required.
- * Candidates **MUST** be able to multitask and have above average communications skills.
- * Ability to obtain certifications required of the position.
- * **IF NOT CERTIFIED; THE CANDIDATE MUST ATTEND GPSTC COMMUNICATIONS COURSE WITHIN SIX (6) MONTHS OF HIRE.**

DUTIES

- * Receive, monitor, and dispatch phone and radio communications for
 - Police
 - EMS
 - Fire
 - Sheriff
- * Departments throughout the county including all 911 and non-emergency calls.
- * Accurately record, log, and maintain written information.
- * Receives and screens incoming phone calls from the public and agencies; categorizes and prioritizes calls during emergency situations.
- * Performs Emergency Medical Dispatch as needed.
- * Monitors and routes incoming messages from national and state computer networks.

BENEFITS

- * Competitive Benefit Package
 - * Health/ Dental and Vision
 - * 12 paid holidays per year
 - * Double time Holiday Pay
 - * Defined benefit and Defined contribution plan for retirement
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