



# ***POSITION VACANCY ANNOUNCEMENT***

**Position:** Communications Officer\_Non Certified (FT & PT)

**Department:** E-911

**Starting Salary:** \$18.72/hour

**FLSA Status:** Non-Exempt

**Posting Date:** June 15, 2026

**Closing Date:** June 29, 2026

**Readvertisement – Previous Applicants will be considered and do not need to reapply**

## **Job Summary:**

The Communications Officer is responsible for receiving emergency and administrative calls from the public and dispatching the appropriate emergency personnel.

## **Major Duties:**

- Receives, monitors, and dispatches radio communications traffic for Police, EMS, Fire, and Sheriff's departments throughout the county, including all 911 calls.
- Receives and screens incoming telephone calls from the public and other public safety agencies; categorizes and prioritizes calls during emergency situations.
- Dispatches the appropriate emergency personnel to incident locations; provides emergency medical instructions to callers prior to the arrival of emergency personnel as appropriate.
- Maintains a continuous log of incoming telephone and radio calls; logs incoming calls for participating agencies.
- Monitors and routes incoming messages from national and state computer networks; enters and removes information as requested to the Georgia Crime Information Center (GCIC) network and the departmental computer system.
- Always maintain responders' locations and statuses to ensure safety.
- Monitors DTN computer and provides information as requested; dispatches severe weather plan as required.
- Maintains wrecker lists for multiple agencies to ensure wrecker policies and protocols are met.
- Participates in training exercises.
- This position is deemed essential personnel and is critical to maintaining operations of the County. The employee is expected to report to work unless otherwise directed.
- Assists with training of new personnel.
- Performs Georgia Crime Information Center (GCIC) entries for various law enforcement agencies.
- Performs daily housekeeping duties at the dispatch center.
- Performs Emergency Medical Dispatch as needed.
- Performs other related duties as required for the efficient operations of the department.

## **Minimum Qualifications:**

- Possession of a high school diploma or equivalent.
- Ability to hear and understand sound sources coming through a communications headset and/or radio and/or standard telephone receiver. Ability to hear and understand other

outside sound sources while wearing a communications headset (i.e., the ability to hear sound sources not coming through the headset, ability to hear out of both ears.

- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one year.
- Possession of or ability to readily obtain GCIC/NCIC certification.
- Possession of or ability to readily obtain CPR and EMD certification.

The successful candidate must pass a Background/Reference Check, Pre-Employment Drug Screening, and Hearing Test prior to the start of employment.

**To Apply:** All applicants must complete a Habersham County employment application. Applications can be found online at [www.habershamga.com](http://www.habershamga.com). Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Suite 303, Clarkesville, GA 30523. Applications can be completed online or submitted at the Habersham County Human Resources office.