

The City of Cordova is accepting applications for a
COMMUNICATIONS CLERK
STARTING PAY RANGE: \$18.81 - 22.75 per hour, DOE plus benefits
First review of applications: August 21, 2019
Applications & additional information available at City Hall; 424-6200
The City of Cordova is an equal opportunity employer.

JOB DESCRIPTION

POSITION TITLE: COMMUNICATIONS CLERK
(Serves a 6 month probationary period)
DEPARTMENT: POLICE DEPARTMENT
DIVISION: DISPATCH/DMV
SUPERVISOR: POLICE CHIEF
CLASSIFICATION: NON-EXEMPT; REGULAR FULL-TIME

POSITION SUMMARY: This is a Regular, Full-time position, working 40 hours per week. Position will split work duties between Dispatch and DMV with division of hours to be determined and based upon City needs. This position involves radio dispatching for the Police Dept., Fire Dept. and EMS, operating communication instruments and clerical duties. This position also performs all Division of Motor Vehicles duties on a regular scheduled basis.

ESSENTIAL FUNCTIONS:

1. Receives, relays, and/or transmits routine and emergency calls to police, fire, ambulance and other public safety agencies and units.
2. Maintains log of radio transmissions, telephone calls and other pertinent information and facts and enters them into computer.
3. Monitors police and 911 calls as required and maintains incident reports of complaints.
4. Enters motor vehicle and driver's license information into computerized system; updates data base when renewing personal and vehicle information.
5. Furnishes forms and applications for registration; Issues vehicle title registration, license plates, tabs, driver's licenses; Applies and explains the provisions of the Motor Vehicle Act and other laws, administrative regulations, policies and procedures pertaining to the registration of ownership of motor vehicles and licensing of drivers.
6. Prepares and types a variety of reports; provides routing clerical support for the department.
7. Participate in Emergency Management exercises as required and complete National Incident Management System (NIMS) compliant, online independent study courses within 180 days of hire.

OTHER RESPONSIBILITIES:

1. Occasionally assists in Corrections duties, such as prisoner search, feeding prisoners, cleaning cells and monitoring prisoner activity via closed circuit.
2. Performs other duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. High School graduate, or G.E.D. required. Valid Alaska Driver's License.
2. Ability to complete all required training as determined by the Chief of Police and/or City Manager.
3. Ability to communicate effectively, both orally and in writing, proper usage of English language, application of general mathematics and basic keyboarding skills required.
4. Ability to maintain composure and use diplomacy and tact when dealing with public; ability to make decisions quickly and accurately.
5. Ability to comprehend, interpret and apply state and federal laws and regulations, knowledge of the motor vehicle laws and drivers' licensing laws of the State of Alaska.
6. Carry out orders with precision and speed.
7. Ability to competently use office equipment, such as computer terminals with various programs, copier, calculator, fax machine, multi-extension telephones. In addition, the ability to competently handle police evidence and accurately account for large sums of cash, checks and credit card receipts.
8. Working knowledge of fundamentals of motor vehicle mechanical systems and safe vehicle operation and of the principles practices and techniques of good driving.
9. Ability to work a flexible schedule, including shift work.

The above job description is intended to describe the duties of an employee in general terms and does not necessarily describe all of the job duties. 4/17