**NOTICE OF POSTING FOR JOB OPENING**

**Positions: *Full Time Communications Officer***

**POINT PLEASANT POLICE DEPARTMENT**

The Point Pleasant Police Department is accepting applications for the position of full-time communications officer.

**Essential Duties and Responsibilities:**

* Under direction in a centralized communication center, receives and transmits police, fire, and other emergency alarms; receives telephone requests for police, fire, or other emergency assistance and transmits same to appropriate personnel; operates a variety of communications equipment; does related work as required.
* Receives and transmits radio communications to police patrol cars for appropriate action.
* Receives fire calls, transmits fire alarms, and dispatches needed personnel and fire equipment.
* Utilizes video display keyboard equipment and/or data processing or computer-oriented equipment in receiving and sending messages to state and out-of-state law enforcement agencies.
* Under supervision, makes entries, inquiries, cancellations, and modifications of records in the National Crime Information and State Crime Information Center Stolen Vehicle File, Stolen License Plate File, Stolen Missing Gun File, Stolen Article File, Wanted Person File, Stolen or Embezzled or Counterfeited or Missing Securities File, and the Stolen Boat File for state law enforcement agencies.
* Maintains a daily radio log of all incoming and outgoing communications.
* Receives and records telephone complaints from the public for police assistance.
* Receives and records calls for ambulance service and dispatches ambulances to desired locations.
* Provides information upon request in accordance with established procedures and regulations.
* Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

**Requirements:**

* Applicants must be a U.S. citizen, possess a valid New Jersey driver’s license, have a High School Diploma or state certified G.E.D., read and write the English language proficiently, have no criminal record, be of sound moral character, able to pass a comprehensive background investigation, and oral interview.  The right candidate is a highly motivated, well organized self-directed professional who embraces new challenges and collaborates well with team members, accepts responsibility, sees assignments to completion, exhibits excellent oral and written communication skills.

**Police Department Tattoo Policy:**

* Visible tattoos or similar markings on the face, head, scalp, neck, and below the elbows are prohibited.  Visible tattoos or similar markings that are visible when wearing short sleeves are also prohibited and must be covered with a department approved cover up.

Interested applicants must complete a Pre-employment application and must email a resume to Captain Adam Picca at, apicca@ptboropd.com by Friday, March 26, 2021. Pre-employment applications can be picked up in person at the Point Pleasant Police Department, 2233 Bridge Ave., Point Pleasant, N.J. 08742. Please direct questions regarding this position to apicca@ptboropd.com