



THE CITY OF

**EL RENO**

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## GENERAL INFORMATION

DATE: January 14<sup>th</sup>, 2021

El Reno Police Department Communications Officer (Entry Position)

JOB LOCATION: 116 North Evans Street  
El Reno, Oklahoma 73036

OPENINGS: One full-time openings

COMPENSATION: 39065.25 Yearly / 18.78 Hourly

## JOB DESCRIPTION:

The purpose of this position is to ensure the safety of the City's residents and employees through the proper handling of the City's emergency services calls. This is accomplished by answering and responding to emergency and non-emergency calls for police, fire, ambulance, water, public works and animal control services; evaluating and prioritizing needs of caller; dispatching the appropriate personnel to respond to calls; providing emergency medical information to the caller while awaiting the arrival of response units and operating various types of communications equipment. Other duties include maintaining knowledge of communication regulations and rules, entering information into federal, state and local databases regarding wanted/missing persons and stolen property files, troubleshooting communications equipment, assisting with jail operations and interacting with other City employees and citizens. Potential applicants can obtain an application of employment by going to <https://www.cityofelreno.com/city-services/police-department/employment/> and downloading the application. Applicants may also obtain the application by going to the El Reno Police Department.

## JOB REQUIREMENTS:

- Must be at least 21 years of age
- Must have a High School Diploma or equivalent
- Must pass background investigation
- No Domestic Violence convictions

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- No convictions for crimes of moral turpitude
- No pending criminal charges
- Must not be a present or recent user of controlled substance without a prescription
- Must not have a DUI, DWI or reckless driving violation within the last five (5) years
- Highly principled ethics and moral character
- Sound judgment and ability to think quickly
- A true desire to serve all members of society
- One year in dealing with the public and/or providing customer service
- Dispatch or related experience
- Valid Oklahoma Class D Driver's License
- Good driving record over the past three years
- Must be proficient with basic computer equipment
- Type 35 words per minute corrected
- Typical work 7 day on / 7 days off / 12-hour shifts, 84 hours/every two weeks.
- Must complete the Minnesota Multiphasic Personality Inventory test (MMPI).
- Must be able to pass a polygraph.
- Must be able to pass CritiCall testing.
- Must be able to pass Medical Emergency Dispatch (EMD) certification within one year.
- Must be able to pass the Oklahoma Jail Standard testing.
- Must be able to pass and maintain Oklahoma Law Enforcement Telecommunication Terminal Operator
- Must be able to pass and maintain Cardiopulmonary Resuscitation (CPR Certifications).

## **BENEFITS**

- Two Weeks paid vacation
- 8 hours of accrued sick time per month
- Ten paid Holidays
- Health Insurance
- Dental Insurance Available Option
- Vision Insurance Available Option
- Retirement Plan