

COMMUNICATIONS TECHNICIAN JOB DESCRIPTION CURRENTLY IN DEVELOPMENT – SEE GENERAL POSITION INFO BELOW:

Description of Duties

The Communications Technician position is a civilian (non-sworn) part-time position whose primary responsibilities are the answering, screening and transferring of busy office lines at the Leon County Sheriff's Office. These calls will be administrative in nature only and will not involve 911 dispatch. The position's work schedule is based upon approximately 10-20 hours per week with alternating AM/PM shifts from 8 AM - 5 PM, Monday through Friday. Some flexibility will be available, but schedules are assigned based upon the needs of the agency.

Qualifications

Candidates must possess a high school diploma or GED and have reliable transportation to the Leon County Sheriff's Office. Prior experience answering multiple telephone lines in a busy office environment is preferred, but not required. Demonstration of strong customer service skills and the ability to multi-task will be key.