THE UNIVERSITY OF TENNESSEE KNOXVILLE

Police Communications Officer (Dispatcher)

Regular Full-time

Classification Title: Communications Officer 1

Job Pay Grade: MR05, Hourly Rate $20.57

Night Shift Incentive $1.50 =$22.07

Position Qualifications:

- High school diploma or equivalent.
- Ability to be certified as a National Crime Information Center Operator.
- Ability to multi-task, use multiple phone lines and radio channels.
- Active listening, service orientation, monitoring, decision making & communication skills.
- Strong computer skills including data entry, ability to pass typing examination.
- Must pass hearing screening and drug testing.

Position Description:

- Facilitate communications between officers, other emergency agencies, and the University community.
- Maintain records of officer activity, confer with community and supervising personnel to address questions, problems, and requests for service.
- Relay information to and from supervisors and personnel using telephones, or two-way radios.
- Monitor the University's Central Alarm systems.
- Dispatch required personnel in accordance with call handling guide.
- Research, obtain and enter information using national and state-maintained information databases such as NCIC, NLETS, TCIC.

Hours:

The University of Tennessee Police Department operates three shifts for Communications:

First Shift:	**7:00 a.m. – 3:00 p.m.**
Second Shift:	**3:00 p.m. – 11:00 p.m.**
Third Shift:	**11:00 p.m. – 7:00 a.m.**

Placement on shifts is determined by seniority and department need. Staff may be required to work during extreme weather / hazardous conditions, regular days off, or holidays based on the needs of the

department. All UT Police Staff work on some aspect of UT home football games regardless of the person's schedule.

Salary:

The starting pay for this position is $20.57 hourly with $1.50 shift differential for 2nd and 3rd shifts. UTPD offers a recruitment/retention plan. If eligible for this plan you would receive $6,000.00 paid accordingly: at 12 months - $2,000.00; at 24 months - $2,000.00; at 36 months - $2,000.00.

Process:

Complete or update an online application via Staff Positions | Human Resources (utk.edu). An interview will be conducted for this position.

A committee will review applications and conduct interviews for the position. Committee recommendations will be forwarded to the Chief of Police. The Chief of Police may conduct final interviews. The Chief of Police or designee will select the applicant for this position.