

TITLE: Communication Operator Trainee

DEPARTMENT: Police/Fire

SALARY: \$36,753.60/yr.-\$50,460.80/yr.
Salary commensurate with experience as Communication Operator.

DUTIES: This position receives and responds to emergency and routine calls, determines and initiates required action, and dispatches and communicates with law enforcement and firefighting/rescue personnel. Additional duties include performing record checks, writing and preparing reports, and maintaining computerized and written records. Performance of these duties requires efficient operation of state- of-the-art equipment, 800 MHz and Computer Aided Dispatch (CAD) in the City's new communication center, the ability to react quickly and calmly in emergency situations, and oral communication skills.

Applicants selected for this position must successfully complete the City's Communication Operator Training program and probationary period. **Shift work required.**

REQUIREMENTS: Graduation from high school or possession of an acceptable equivalency diploma (GED) with work experience to include clerical and telephone duties.

SELECTION PROCESS: Applicants must pass a computerized dispatching/call taking exam with a minimum of 80 % overall.

BENEFITS: Extra benefits include City paid health and life insurance for employee, contributory pension plan, employee eligible to buy-back of previous government/military service up to 5 years uniforms provided by City, and tuition reimbursement.

DEADLINE: Open

TO APPLY: [Communication Operator Trainee Application](#)

Mon.-Fri. 8:00 a.m. - 4:30 p.m.
Human Resources Department
2801 Salzedo Street , 2nd Floor
Coral Gables , FL 33134
[Get directions](#)

www.coralgables.com
Call (305) 460-5523 to request an application.

Call Human Resources for application.