



Cobb County...Expect the Best!

COBB COUNTY

Department of Human Resources
Employment Center, 100 Cherokee Street,
Second Floor
Marietta, GA 30090-9679

<http://www.cobbcounty.org>

**INVITES APPLICATIONS FOR THE POSITION OF:
Emergency Communications Operator I**

An Equal Opportunity Employer

SALARY

\$15.16 /Hour

ESSENTIAL JOB FUNCTIONS

- Answers emergency and non-emergency calls from the public; determines nature of the call; assigns priority to call; simultaneously enters information into computer
- Dispatches the appropriate agency (e. g., police, fire, medical) to the scene
- Gives life-saving and pre-arrival instructions to callers in emergency medical situations
- Maintains contact with callers and response units in order to give current information
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- US Citizen
- No Felony Convictions
- Passing scores on the data entry skills test and entry level written exam
- Must successfully pass an extensive background check conducted by the Public Safety Internal Affairs Unit

SUPPLEMENTAL INFORMATION Schedule: Shift Work with 12 hour shifts (Work 3 days-off 2 days, work 2 days-off 3 days; work 14 days a month)

Cobb County Government is a smoke free environment for all employees

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cobbcounty.org>

OR

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**At this time there is not a test scheduled,
please check the Cobb County Website
periodically for the next test date.**