



COUNTY OF AMHERST



Human Resources

AMHERST COUNTY ADMINISTRATION BUILDING
153 WASHINGTON STREET
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AMHERST, VIRGINIA 24521

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Communications Officer

The Amherst County Department of Public Safety – Communications Division is looking for full-time Communications Officers. Duties include receiving calls from the public and transmitting information to emergency response units (EMS, fire, law enforcement, animal control, game warden, etc.). The ability to assess the critical nature of calls and assist callers to the extent possible while maintaining contact with field units is key.

The competitive applicant must be able to speak clearly, hear and understand audio communications and function calmly and efficiently under stressful situations. Strong keyboarding and multi-tasking skills are a must. The ability to keep information received from calls, the courts and other jurisdictions confidential is a requirement. This is a night shift position, twelve hour shifts from 7:00 pm to 7:00 am.

A high school diploma or equivalent with two years of experience involving responsible public contact is required. The successful applicant must possess or complete within one year of employment the following: Basic Dispatch School, CPR and EMD certifications and certification to operate and access NCIC/VCIN teletype. A criminal background check, drug and alcohol testing and polygraph will be conducted. A valid Virginia driver's license is required.

You may apply by submitting a resume through Indeed at the link below:

https://www.indeed.com/viewjob?t=communications+officerdispatcher&jk=fd4d11bbe3dfd7bb&_ga=2.13477751.1782994941.1647525915-1673962387.1539616034

This position is open until filled. Questions regarding the position may be directed to Communications Supervisor Debbie Campbell at (434)946-9326. EEO