



Arkansas Game and Fish Commission Employment Job Posting

PART-TIME TELECOMMUNICATIONS SPECIALIST - **PART-TIME TELECOMMUNICATIONS SPECIALIST**
POSITION NO: 22096397

POSTING INFORMATION:

Advertisement Opens: Feb. 28, 2020

Advertisement Closes: March 20, 2020

Full Time: No

Salary: \$13.92 - \$13.92 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a high school diploma; plus two years of experience or training in communications or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Human Resources Chief.

Preferred Education and/or Experience:

Five years of experience operating communications equipment or a related field.

Knowledge, Abilities, and Skills:

Knowledge of operating procedures used in telecommunication operations. Knowledge of Federal Communication Commission rules and regulations related to telecommunications. Knowledge of computers and software application programs. Ability to demonstrate the operation of telecommunication equipment. Ability to operate standard office equipment. Ability to understand and communicate department policies and procedures. Ability to maintain communication records and logs.

Preferred Knowledge, Abilities, and Skills:

Knowledge of communication procedures and federal rules and regulations concerning radio and telephone transmissions. Ability to operate communications equipment. Ability to maintain logs and records. Ability to communicate in oral and written form. Ability to type 30-40 WPM on a computer with minimal corrections needed. Ability to operate a computer and Microsoft Office Suite software products.

POSTING DETAILS:

Position Location:

City: Mayflower, Arkansas

Office: Mayflower Training Center

Division: Enforcement

Job Summary:

The Telecommunications Specialist is responsible for performing emergency and non-emergency dispatch and/or communication services. This position is governed by state and federal laws and agency/institution policy.

Typical Functions:

Answers and responds to emergency and non-emergency calls. Monitors, responds to, and logs transmissions and activity. Takes calls on reported crimes or incidents and, when needed, prepares written reports and forwards information to appropriate personnel/authorities for investigation or processing. Contacts other services as needed and provides details of the situation for response. Interacts with the public/coworkers in many different and sometimes critical situations, through telephone or in person. Maintains records, and logs related to telecommunication operations on computer database. Gathers and prepares information for requested reports by researching records and ensures the integrity of data and corrects and updates as required. Performs other duties as assigned.

Specific Duties and Responsibilities:

The Telecommunications Specialist is responsible for performing emergency and non-emergency dispatch and/or communication services. This position is governed by state and federal laws and agency/institution policy.

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

All applicants subjected to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.