Arkansas Game and Fish Commission Employment Job Posting

AGFC TELECOMMUNICATIONS SPECIALIST - **AGFC TELECOMMUNICATIONS SPECIALIST**

POSITION NO: 22095985

POSTING INFORMATION:

Advertisement Opens: Oct. 31, 2024

Advertisement Closes: Nov. 29, 2024

Full Time: Yes

Salary: $44,220.00 - $44,220.00 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. *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:

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Knowledge, Abilities, and Skills:

Knowledge of operating procedures used in telecommunications operations.

Knowledge of Federal Communications Commission rules and regulations related to telecommunications.

Knowledge of computers and software applications.

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:

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POSTING DETAILS:

Position Location:

City: Mayflower

Office: Mayflower Office

Division: Enforcement

Job Summary:

The Arkansas Game and Fish Commission (AGFC) 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 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 a computer database.
- Gathers and prepares information for requested reports by researching records, ensuring the integrity of data, and correcting and updating as required.
- Performs other duties as assigned.

Specific Duties and Responsibilities:

This position will work the **2:00 pm - 10:00 pm** shift.

Certificates, Licenses, or Registrations:

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Special Job Dimensions:

All applicants are subject to a criminal background check.

Other Specific Information:

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