

Duquesne University announces the following job opportunity. To apply, candidates should submit a resume and cover letter to [hr.office@duq.edu](mailto:hr.office@duq.edu). Interested candidates can also learn more about working for Duquesne at <http://www.duq.edu/hr/index.cfm>.

## POSITION: Police Communications Operator

<b>Salary:</b>	\$14.315/hour	<b>Location:</b>	Public Safety
<b>Position Status:</b>	Full-time	<b>Hours:</b>	Varied*
<b>Position Number:</b>	613	<b>Open Date:</b>	March 11, 2011
<b>FLSA Status:</b>	Non-exempt	<b>Notes:</b>	Accepting Resumes

### **NATURE OF WORK:**

This is a full-time position which involves responsibility for complex office duties requiring independent judgment. **\*Applicants must be flexible and available to work all shifts, including evenings and weekends.**

### **ILLUSTRATIVE EXAMPLES OF WORK:**

1. Operates the base station of the police radio.
2. Maintains a written log of all radio communications.
3. Answers all incoming calls to the Communication Desk.
4. Monitors all alarm systems and C.C.T.V. systems.
5. Types all Offense/Incident Reports.
6. Performs related duties as assigned by Director.

### **REQUIREMENTS OF WORK:**

The successful candidate will have earned a high school diploma and have business school training and relevant on-the-job experience, or any equivalent combination of experience and training which provides the knowledge, skills and abilities, required to perform the essential job functions. This includes, but is not limited to, the following: ability to speak with clear voice and use good diction; ability to make quick decisions concerning priorities of incoming calls and quick radio transmissions without becoming overly excited; ability to remain alert at all times and to remain calm in stressful situations; ability to type 45 wpm; good filing and organizational skills; ability to work independently and use discretion; and the ability to establish and maintain effective working relationships with the University Community. APCO certification is preferred. Applicants must also be willing to contribute actively to the University Mission and to respect the Spiritan Catholic identity of Duquesne University. The Mission is implemented through a commitment to academic excellence, a spirit of service, moral and spiritual values, sensitivity to world concerns, and an ecumenical campus community.