



104 W. 3<sup>rd</sup> Street      Grove, Oklahoma 74344  
(918) 786-6107      Fax (918) 786-8939  
[www.cityofgroveok.gov](http://www.cityofgroveok.gov)

## **JOB OPENING NOTICE**

**DEPARTMENT:**      POLICE DEPARTMENT

**POSITION:** FULL-TIME COMMUNICATION OFFICER

**APPLICATION DEADLINE:**      OPEN UNTIL FILLED

**REQUIREMENTS:** APPLICANTS MUST HAVE A HIGH SCHOOL EDUCATION OR EQUIVALENT MUST BE SELF-MOTIVATED AND CAPABLE OF WORKING INDEPENDENTLY IN A FAST-PACED EMERGENCY ATMOSPHERE, ATTENDANCE, PUNCTUALITY, AND WORKING KNOWLEDGE OF COMPUTERS IS REQUIRED. ABILITY FOR APPLICANT TO UNDERSTAND AND IMPLEMENT CONFIDENTIALITY IS A MUST.

**DUTIES:** RESPONSIBLE FOR ANSWERING 911 EMERGENCY CALLS, DISPATCHING EMERGENCY PERSONNEL AS NEEDED, OPERATING THE RADIO BASE STATION, TELETYPE, TELEPHONE, COMPUTERS AND MONITORING VARIOUS ALARM SYSTEMS; OTHER DUTIES AS ASSIGNED.

SELECTED APPLICANT MUST PASS A MANDATORY PRE-EMPLOYMENT DRUG SCREENING. THIS POSITION PERFORMS SAFETY SENSITIVE DUTIES AND SELECTED APPLICANT IS SUBJECT TO RANDOM DRUG SCREENING.  
THE CITY OF GROVE IS AN EQUAL OPPORTUNITY EMPLOYER.

**JOB CLASSIFICATION: GRADE 9**

**PAY RANGE: MINIMUM - \$28,330    MIDPOINT - \$35,396    MAXIMUM - \$45,337**

**BENEFITS INCLUDE: HEALTH, DENTAL, VISION AND LIFE INSURANCE, RETIREMENT, PAID HOLIDAYS, VACATION AND SICK DAYS.**

*The City of Grove is committed to making the application, interview and pre-employment testing process accessible to persons with disabilities. If you wish to volunteer information regarding any special assistance you may need, please notify the Human Resources Director.*