Date: 12/31/14

From: Sarah Trittler, Human Resources

Number of pages to follow: 4

Message: Would you please post/announce the following job announcements for Police Officer & 911-Communications Operator for the City of Jefferson City, MO? If you have any questions, please feel free to contact me at 573/634-6529. Thank you.
CITY OF JEFFERSON invites applications for the position of:

Police Officer

**SALARY:** $17.01 - $25.52 Hourly  
$2,948.77 - $4,423.16 Monthly  
$35,385.29 - $53,077.91 Annually

**OPENING DATE:** 12/30/14  
**CLOSING DATE:** 02/19/15 11:59 PM

**DESCRIPTION:**  
The City of Jefferson is accepting applications for Police Officer recruitment for the JCPD. We are looking for the best and brightest career-oriented individuals. This position is responsible for the protection of life and property, prevention of crime, crime investigation, apprehension of criminals, and the enforcement of state laws and municipal ordinances.

**EXAMPLES OF DUTIES:**  
Promptly responds to calls for service, investigates automobile accidents, and criminal misdemeanor and felony offenses; performs crime scene analysis, identifies and collects evidence.

Randomly patrols designated zone of the city in a patrol car or on foot to deter and detect criminal activity; enforces state law and city ordinance; takes suspect or offender into custody and delivers them to appropriate confinement location; reports on deficient lights, signs, road surfaces or other driving areas utilized by the public; assists motorists; establishes traffic control and police protection.

Police officers in regular specialized or rotational assignments will perform law enforcement activities such as evidence identification, collection and control, juvenile law enforcement, traffic unit, community policing, D.A.R.E., detective, investigations, or school resource officer work.

Maintains and prepares written reports in an accurate, comprehensive, timely and legible manner as necessary to comply with police procedures and facilitate subsequent prosecution; determines existence of probable cause, identifies and takes suspects and offenders into physical custody; locates and interviews victims, witnesses, and interrogates suspects; follows up on investigations and continues with assigned investigation until it leads to a logical conclusion.

Works with other law enforcement officers in teamwork and emergency situations to maintain a safe and secure environment; provides protection and transportation to appropriate care facilities for persons with mental/psychiatric problems; performs first aid, helps injured/sick persons and assists ambulance and medical personnel as needed; provides security and crowd control to maintain order at various social events.

Develops and presents safety programs and crime prevention presentations to the community; provides an open line of communication with school partners; maintains knowledge of threat assessment for school related incidents; acts in a capacity of mentor, counselor and educator; and serves the community through pro-active policing including self-initiated activities and development of crime prevention strategies.

**TYPICAL QUALIFICATIONS:**

Requires a high school diploma or equivalent; must be at least 21 years of age; possess a valid Missouri Driver’s License with a good driving record; no felony convictions or convictions of crimes of moral indecency; possess or be able to secure a Missouri Driver’s License as a Commissioned Law Enforcement Officer within six months of hire;

**Physical:** Ability to maintain physical fitness; stoop, bend, crawl, walk, climb and lift and/or move heavy objects or persons, give chase on foot, and restrain persons within the course of proper police procedures; work in confined areas
and outdoors in all weather conditions and at any time day/night; walk, sit or stand for long periods of time; possess the 
physical strength and agility to defend self and/or others in a hostile or combative situation; operate a police vehicle; 
and proficiently use firearms.

**Mental:** Ability to respond quickly, maintain composure, self-restraint and emotional control in stressful, difficult, 
dangerous, or criminal situations; remember details; problem solve effectively and make sound decisions; establish and 
maintain effective working relationships with coworkers, Local, State and Federal officers, groups, and with citizens 
from varied racial, ethnic or economic backgrounds; utilize tact, discretion, courtesy and respect for individual rights; 
and ability to analyze situations quickly and objectively recognizing actual or potential dangers, and determine proper 
course of action.

**SUPPLEMENTAL INFORMATION:**

Must be able to work a 28-day rotating shift. Paid training for licensing, plus equipment and uniforms furnished. 
Females and minorities are encouraged to apply. Applicants must pass a written test, physical agility test, and an 
extensive background and criminal history check before being considered.

APPLICATIONS MAY BE FILED ONLINE AT: 
http://www.jeffcitymo.org

Department of Human Resources
City Hall
320 E McCarty
Jefferson City, MO 65101
573-634-6310

---

**Police Officer Supplemental Questionnaire**

* 1. Do you have a Missouri State Law Enforcement License as a Commissioned Law Enforcement Officer?
   □ Yes  □ No

* Required Question
CITY OF JEFFERSON
invites applications for the position of:

Communications Operator

**SALARY:**
- $15.43 - $23.15 Hourly
- $2,674.62 - $4,011.94 Monthly
- $32,095.48 - $48,143.25 Annually

**OPENING DATE:** 12/30/14

**CLOSING DATE:** 02/12/15 11:59 PM

**DESCRIPTION:**
The City of Jefferson is accepting applications for Communications Operator recruitment for the Police Department. Career-oriented individuals are sought to answer 9-1-1 emergency calls and dispatch emergency personnel. This position supports the functioning of the Jefferson City Police and Fire Departments, Cole County Sheriff's Office and four Cole County Volunteer Fire Districts and Departments, including monitoring and responding to emergency radio frequencies and public telephone calls, providing information upon request to personnel in the field, greeting and serving the community and other clerical and communications duties, to ensure that radio transmissions and calls for service are processed in a responsible, timely and accurate manner on a continual basis.

**EXAMPLES OF DUTIES:**
Monitors Police Department telecommunications and security systems, receiving and responding to requests for Jefferson City Police and Fire Departments, Cole County Sheriff’s Office and four Cole County Fire Departments, and other emergency services by telephone or radio; receives emergency telephone system calls for assistance and dispatches related public safety personnel; determines nature of required assistance, location and other pertinent information; and dispatches units according to standard operating procedures, to ensure that emergency assistance is provided quickly.

Receives and responds to requests for information from city police officers, Cole County Deputies, City and County fire personnel in the field and other authorized persons; uses the computer aided dispatch (CAD) system to enter all calls for service, emergency and non-emergency, in an accurate and timely manner, including all pertinent information to the call for service in such a way as to be effectively interpreted and acted upon by telecommunications personnel immediately and for archiving of information for later retrieval.

Performs various other communications functions as needed, including rerouting, paging and dispatching for holiday and after-hours City, County and State services; uses the Missouri State Highway Patrol, National Crime Information Center and Department of Revenue computer systems to coordinate with other law enforcement agencies; and makes entries into Missouri Uniform Law enforcement and National Crime Information Center files in order to facilitate the efficient and accurate exchange of law enforcement information.

**TYPICAL QUALIFICATIONS:**
Must have a high school diploma or equivalent, the ability to type 40 wpm and good speech/clarity. One year experience as a telephone operator, dispatcher or related work preferred. **Multi-tasking ability is a must.**

*Physical:* Ability to stand and sit for extended periods; visual acuity to read documents and computer screens for prolonged periods; speak clearly; and hearing adequate to operate radio and telephone equipment to participate in multiple conversations concurrently.

*Mental:* Ability to concentrate on multiple detailed tasks for two hours or more; maintain composure and perform effectively in emergency and other stressful situations; and have strong interpersonal relationship skills to facilitate positive peer and community interaction.

SUPPLEMENTAL INFORMATION:

Must be available to work a rotating shift. Extensive training provided. Applicants must pass a written test plus an extensive background investigation and criminal history check before being considered.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.ijnqcirmo.org

Department of Human Resources
City Hall
320 E McCarty
Jefferson City, MO 65101
573-634-6510

Position #201502g
COMMUNICATIONS OPERATOR
ST

Communications Operator Supplemental Questionnaire

* 1. A typing test with a NET score of 40+ wpm is required for this position. What is your NET typing speed?

* 2. Do you have the availability to work a 28-day rotating shift?
   ☐ Yes ☐ No

* Required Question