

## EMPLOYMENT NOTICE

The Jacksonville Civil Service Board is continuously accepting applications for the position of PART-TIME PUBLIC SAFETY COMMUNICATIONS OFFICER Monday through Friday, from 8AM through 2PM. Applications may be obtained at the Jacksonville Civil Service Office Monday through Friday, from 8AM-2PM, or downloaded at [www.jacksonville-al.org](http://www.jacksonville-al.org). Candidates must submit a completed civil service application with a copy of a high school diploma or GED and valid driver's license to the Jacksonville Civil Service Board. Application and required documents can be hand-delivered or mailed to: Jacksonville Civil Service Board, 650 Mountain Street NW, Jacksonville, AL, 36265; or emailed in PDF format to: [civilservice@jacksonville-al.org](mailto:civilservice@jacksonville-al.org). A written examination may be given at a later date.

### QUALIFICATIONS

- Graduation from a standard senior high school or equivalent (*must provide proof*);
- Experience in general clerical or communications work including some experience in police communications work.
- Must be certified in ACJIC computer terminal operations prior to hiring or within the employee probation period (one year.)
- Must possess a valid driver's license and a driving record suitable for insurability.
- Must be able to pass a background check and a credit check.
- Must be able to pass the critical call test.
- Must be able to type 35 words per minute.

Range: 10; Salary: Minimum - \$12.53; Maximum - \$20.70  
EOE

### **Civil Service Board Contact**

Pamela Mason, Civil Service Clerk  
650 Mountain Street NW, Jacksonville, AL, 36265  
(256) 435-9695  
[civilservice@jacksonville-al.org](mailto:civilservice@jacksonville-al.org)  
Office hours: 8AM-2PM