



*Lane Byers*  
*Interim Chief of Police*

**Job Announcement:**

The Easley Police Department is now accepting applications for a full time Communications Specialist/Jailer. The applicant must possess strong skills geared towards answering multiple telephone lines, to communicate effectively with persons requesting emergency and non-emergency assistance, to clearly relay information for dispatch or transfer calls appropriately, and to perform administrative support tasks as required.

Duties of the position include but are not limited to:

- Receives emergency calls from the public requesting emergency services, determines the nature and location of the emergency and dispatches assistance in accordance with established procedures.
- Receive and respond to a variety of emergency and non-emergency services and complaints
- Maintains a computer-aided dispatch system, directing all units on calls for service.
- Maintains status and location of police and fire personnel and resources.
- Monitors city-wide CCTV
- Operates a variety of communications equipment, including radio consoles, telephones and computer systems.
- Operate a Computer Aided Dispatch (CAD) Intergraph system with speed and accuracy to create events for service, dispatch Police and Fire and document field unit activity.
- Question callers to elicit information necessary for response and enter the information into the CAD system.
- Promptly and accurately alert and relay critical facts verbally and digitally to appropriate emergency response units in exact accordance with user agency policies and procedures.
- Maintain an accurate record of location and current status on emergency response field units. Maintain radio contact with field units and enforces proper channel control, discipline and courtesy.
- Closely monitors any situation presenting a potential danger and taking immediate action to dispatch assistance.
- Access automated law enforcement systems, input data and information and make accurate entries into automated record files in accordance with applicable laws, statutes, and Department of Justice requirements. (NCIC)
- Monitor conduct of prisoners in housing unit, or during work or recreational activities, according to established policies, regulations, and procedures, to prevent escape or violence.
- Search, process, and keep a record of inmates within the detention center. This includes feeding, prisoner identification, charges, and daily log of prisoner activity.