



**Town of Granite Falls, NC  
Police Telecommunicator**

**The Town of Granite Falls Police Department is seeking applicants for a full-time third shift Police Telecommunicator. The position is open until filled. The third shift Telecommunicator work schedule is Sunday through Thursday nights from 11:00 p.m. until 7:00 a.m. The Police Telecommunicator performs responsible public safety communications including receiving incoming routine and emergency police calls for assistance concerning crimes, fires and public utilities, dispatching proper personnel for assistance and maintaining contact with police units during patrol and other activities. Additional duties include, but aren't limited to maintaining in-house communication logs and reports, tracking warrants, citations and other legal documents and serving as a receptionist for the Police Department. The Police Telecommunicator must be able to perform sedentary work exerting up to 10 pounds of pressure occasionally and the visual acuity to perform extensive reading and computer terminal work. Applicants must be at least 18 years of age, must hold a high school diploma or equivalent such as a GED, must have excellent organizational and communication skills and extensive training or experience in Microsoft® Office software. DCI Operator certification by the State of North Carolina is a plus. The annual salary range for this position is \$24,503 to \$36,755 and the starting salary is dependent upon experience and qualifications. The Town of Granite Falls offers an excellent benefit package. Qualified applicants may apply at NC Works (NC Works is located in the lower floor of the Caldwell County Chamber of Commerce next to the JE Broyhill Civic Center, Lenoir, NC) by submitting a resume, salary history, copies of job related certifications or courses of study and a completed Town of Granite Falls employment application which is available on the Town website [www.granitefallsnc.com](http://www.granitefallsnc.com) or at the Town Office, 30 Park Square, Granite Falls, NC. The Town does conduct pre-employment drug screening and background checks. We are an Equal Opportunity Employer.**