

EMPLOYMENT NOTICE

The Jacksonville Civil Service Board is continuously accepting applications for the position of PUBLIC SAFETY COMMUNICATIONS OFFICER. Civil Service applications may be obtained at the Civil Service Office (between the hours of 8am and 2pm) located at the Public Safety Complex, 911 Public Safety Drive SW, Jacksonville, Alabama, or downloaded at www.jacksonville-al.org/jobs. Applications and required documents can be hand delivered or mailed to: Jacksonville Civil Service Board, 911 Public Safety Drive SW, Jacksonville, Alabama 36265; or emailed in PDF format to civilservice@jacksonville-al.org.

QUALIFICATIONS

- High school diploma or equivalent.
- Experience in general clerical and communications work.
- Must be certified in Alabama Criminal Justice Information Center (ACJIC) in computer terminal operations prior to hiring or within the employee probation period.
- Must possess a valid driver's license and a driving record suitable for insurability.
- Ability to pass a background investigation.

Range 12, Minimum \$15.84-Maximum \$25.85 per hour
EOE

Civil Service Board contact information:
Pamela Mason, Civil Service Clerk
256/435-9695 Monday-Friday 8am-2pm
civilservice@jacksonville-al.org