



**City of Fredericksburg**  
715 Princess Anne Street  
P. O. Box 7447  
Fredericksburg, VA 22404-7447  
Telephone: 540 372-1028

**VACANCY ANNOUNCEMENT**  
**COMMUNICATIONS OFFICER**  
**Starting Salary: \$34,323**

Applications are now being accepted for current and future Communications Officer vacancies.

This position significantly impacts the safety of the general public and the responding agency personnel. Under general supervision, he or she receives incoming emergency and non-emergency phone calls to the Emergency Operations Center, dispatches police, fire, and EMS personnel, performs a variety of administrative functions for the Police and Fire Departments, and performs related tasks as required including extensive computer work. Applicants must have a high school diploma or equivalent and must be at least 18 years of age. A successful applicant will pass a job specific aptitude test and a typing test with a net typing speed of 35 wpm or greater. Additionally, a successful applicant must obtain and maintain DCJS Communications Basic certification, CPR and First Aid certification, Emergency Medical Dispatching certification, and Fire Service Communications certification within 1 year of hire and Virginia Criminal Information Network certification within 6 months of hire. Preference in the application process may be given to those possessing a current DCJS Communications Basic certification or fluent in Spanish. A salary incentive will be given to those that are fluent in Spanish and successfully complete the training program. This position will involve shift work to include nights, weekends, and holidays, so a flexible schedule is required. Applicants must undergo a background investigation, criminal history check (convicted felons and some serious misdemeanors are ineligible), physical examination, drug test, psychological evaluation and polygraph. Please contact Communications Manager Melissa Wood by phone at (540)654-5933, or by email at: [mwood@pd.fredericksburgva.gov](mailto:mwood@pd.fredericksburgva.gov) if you have questions (email preferred).

Completed City Applications and resumes must be submitted to the Human Resources Department before the close of business on **December 8, 2016**. Applications will not be accepted before or after the posted advertisement dates of **November 28-December 8, 2016**.

City of Fredericksburg  
Human Resources Department  
715 Princess Anne Street, Room 217  
P. O. Box 7447  
Fredericksburg, VA 22404-7447  
[jobs@fredericksburgva.gov](mailto:jobs@fredericksburgva.gov)  
[www.fredericksburgva.gov](http://www.fredericksburgva.gov)

EOE