



Position Description

A Communications Specialist performs the duties of a frontline representative for the City of Yukon and the City of Piedmont after business hours. Performed are a variety of clerical, administrative, and technical duties in receiving all 911, emergency, and non-emergency requests for Police, Fire, and Medical assistance during one of three assigned 8 hour shifts. The Yukon Police Department is a full-service agency.

Desired Skills and Knowledge

- Ability to multi-task under stressful and non-stressful situations
- Skills in computers, teletypes, and business type machines
- Possess effective team-working concepts
- Excellent verbal and written communications skills
- Following oral and written instructions and directives
- Maintaining confidentiality
- Dealing effectively with local, state, and federal agencies as well as the general public.

Requirements

Communications Specialist's applicants must be a U. S. citizen, at least 18 years of age, possess a valid Oklahoma driver's license, provide a copy of a high school diploma or GED equivalent, be able to type no less than thirty-five words per minute, and have no felony convictions or any other disqualifying criminal histories.

Salary and Benefits

The City of Yukon offers a full range of benefits which is one of the best in the State of Oklahoma. The beginning salary for the fiscal year 2012-2013 is \$32,399. The City of Yukon provides their employees with paid insurance, college incentives and reimbursement, shift differential pay, twelve paid holidays, accrued vacation, sick leave, longevity pay, a week's salary on your birthday, and paid retirement.