

# **APPLICATION PACKET COMMUNICATIONS OPERATOR/TRANSCRIPTION**

## Contents:

- Job Description: This information should be retained by the applicant.
- Authorization to Release Information Form: To be turned in to the Flint Township Police Department with application.
- Driver's license is required.

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Failure to complete the Authorization to Release Information Form will cause the application to be rejected.

### Authorization to Release Information

To: \_\_\_\_\_

I hereby request and authorize you to furnish the Flint Township Police Department with any and all information they may request concerning my work record, educational history, military record, financial status, criminal record, general reputation, and past or present medical condition. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents, if request. The information will be used for the purpose of determining my eligibility for employment with the Flint Township Police Department.

I hereby release you and your organization from any liability, which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as an employee of the Flint Township Police Department

This area to be completed by applicant:

Applicant's Name: \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_

Social Security No. \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT**  
(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

**PERSONAL INFORMATION**

**DATE** \_\_\_\_\_

**Name**

**Last**

**First**

**Middle**

**Present address**

**Street**

**City**

**Zip**

**Phone Number**

**Are you 18 years or older? Yes No**

**Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No**

**Social Security Number**

**EMPLOYMENT DESIRED**

**Position**

**Date you can start**

**Salary Desired**

**Are you employed now?**

**May we contact your present employer?**

**Have you ever applied to this company before?**

**When?**

**Referred by**

**EDUCATION**

**Name and Location of School**

**Years Attended**

**Graduate?**

**High School**

**College**

**Trade or Business**

**GENERAL**

**Subjects of Special Study or Research**

**Special Skills**

**US Military Service Rank**

**Present Membership in National Guard or Reserves**

**FORMER EMPLOYERS** (List below last three employers, starting with last one first)

Date	Name and Address of Employer	Salary	Position	Reason for Leaving
From _____	_____	_____	_____	_____
To _____	_____	_____	_____	_____
From _____	_____	_____	_____	_____
To _____	_____	_____	_____	_____
From _____	_____	_____	_____	_____
To _____	_____	_____	_____	_____

Which of these jobs did you like the best? \_\_\_\_\_

What did you like most about this job? \_\_\_\_\_

**REFERENCES**

Give the Names of three persons not related to you whom you have known for at least one year

Name	Address	Phone Number	Title	Years Acquainted
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

In case of Emergency Notify \_\_\_\_\_  
 Name Address Phone No.

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE OTHER THAN IT'S CHIEF OFFICIAL AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE CHIEF OFFICIAL HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING:

**DATE** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

# CHARTER TOWNSHIP OF FLINT

Job Description

## COMMUNICATION OPERATOR

Supervised By: Police Sergeant, Police Lieutenant, Chief of Police

Supervises: No supervisory responsibilities

### GENERAL SUMMARY:

This Part-time position requires a thorough understanding of the elements contained herein. Overall the position requires excellent communications and interpersonal skills in dealing with the public and the members of the department. This position requires the ability to work rotating shifts, holidays, weekends, and to work independently or under direct supervision.

### TYPICAL DUTIES:

1. Act as a receptionist and telephone operator.
2. Greet and direct visitors with a courteous professional demeanor.
3. Process requests for complaints, copies, receive monies and issue receipts.
4. Complete forms upon request, maintain radio and telephone logs and other files as required.
5. Operate a police radio in a non-emergency, non-dispatch role.
6. Maintain and operate standard office equipment including but not limited to computers, typewriters (45 WPM), alarm systems, copy machines, calculators, video monitors, and radios.
7. Operate the L.E.I.N. computer terminal and other police software.
8. Interact with other organizations to facilitate effective maintenance of police records and files and facilitate an excellent working relationship between such organizations.
9. Responsible for processing the required L.E.I.N. system validation list of computer entries and removals.
10. Satisfactorily complete all training required, telephone techniques, L.E.I.N. operation, maintain working knowledge so as to be able to respond competently and efficiently.
11. Proof read written material and be able to spot errors in content, grammar and punctuation.
12. Maintain monthly uniform crime reporting statistics and send them to Lansing either in report for or through L.E.I.N. system.
13. Be willing and able not to use information gained through

employment for their personal benefit or the personal benefit of others.

14. Be willing and able to exercise a high degree of confidentiality by not taking any action(s) that would interfere with the administration of criminal justice.
15. Perform such other duties as may be required by the supervisor(s).

THE AFOREMENTIONED JOB DESCRIPTIONS ARE INTENDED TO IDENTIFY THOSE AREAS AND DUTIES GENERALLY REQUIRED OF THE CHARTER TOWNSHIP OF FLINT POLICE DEPARTMENT COMMUNICATION OPERATOR AND THE NATURE AND LEVEL OF WORK TO BE PERFORMED. THIS JOB DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL JOB DUTIES PERFORMED HEREUNDER.

MINIMUM SKILLS AND KNOWLEDGE:

- A. Have attained the age of 18 years at the time of application
- B. Have working knowledge of computer principles such as, but not limited to, Windows, Microsoft Programs such as Word, and Excel.
- C. Graduation from an accredited high school required.
- D. Be able to understand and follow written and oral directives.
- E. Possess excellent communication and interpersonal skills, including the ability to work with the general public and to create and maintain a good working relationship with co-employees.
- F. Knowledge of business English, math, commercial subjects, report writing, modern office methods, procedures and equipment.
- G. Have no prior arrests or criminal convictions.
- H. Have or have access to dependable transportation
- I. Possess a valid driver's license.
- J. Be able to type 45-50 words per minute with minimal errors.
- K. Must satisfactorily complete all testing and training requirements
- L. Cash register and balancing experience helpful.

ESSENTIAL JOB FUNCTIONS:

1. Be able to operate and comprehend a computer terminal.
2. Be able to hear and comprehend personal, radio and telephone conversations.
3. Be capable of climbing stairs and ladders as well as bend and/or lift and carry at least 25 lbs.

November 2018