



112 W. Call Street
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Algona, IA 50511
Phone: 515-295-2411
www.algonaiowa.gov

Part-Time Communications Officer Job Opening

Job Title: Part-time Communications Officer
Posting Date: March 5, 2024
Closing Date: Open until filled – first review of applications on March 20, 2024
Position Type: FLSA Non-Exempt – Part Time

The City of Algona (Pop. 5,487) Law Enforcement Center is seeking applicants for the position of Part-time Communications Officer.

The successful candidate will possess strong communications skills between the general public and emergency service agencies through receipt of telephone calls and radio communications. The candidate must be able to maintain their composure in stressful situations and be able to dispatch the appropriate emergency services and personnel for the City of Algona and Kossuth County. Candidates are required to keep an accurate and complete log of all calls received and dispatched as well as enter appropriate information into computer software such as warrants, stolen items and missing persons. The ideal candidate will be flexible and able to work scheduled hours and as needed to fill in open shifts. Must be NCIC Certified or be able to become certified within 6 months of hire date and must complete Telecommunicator training (40-hour class) within the first year of employment. Previous dispatch experience preferred by not required.

This position reports to the Dispatch Supervisor and the Chief of Police.

The City offers competitive wages, and the salary is dependent upon experience, qualifications, and certifications.

Applications

To apply, submit cover letter, resume or application and 3 references via email to:

Nancy Lindell, Human Resources Manager at nlindell@algonaiowa.gov

Additional information and job description can be found at www.algonaiowa.gov

Employment contingent upon successful completion of a pre-employment drug screening and background check. The City of Algona is an Equal Opportunity Employer.