



Accepting applications for:

Community Service Officer – Station Master

Police Administrative Services Division / Police Department

Application deadline: Thursday, August 21, 2025

Visit www.icgov.org/jobs to apply online

Permanent full-time position available

Wage: \$50,835.20 – \$65,416.00 (starting wage contingent upon experience)

Shift Hours:

Week 1: Monday, Tuesday, Wednesday, Thursday & Saturday, 11:00pm – 7:00am

Week 2: Sunday, Tuesday, Wednesday, Thursday & Friday, 11:00pm – 7:00am

Job summary:

Under general direction, receives, records and disseminates emergency and non-emergency calls for service from the public in person and on routine phone lines. Communicates information to police, fire and ambulance personnel via two-way radio. Assists the general public with non-emergency services at the front desk of the Police Department.

Minimum Education, Experience, Certification/Licensure, Other:

High school education or G.E.D. and seven to twelve months of related experience or training; or equivalent combination of education and experience. Experience in customer service and computer use. Cardiopulmonary resuscitation and automated external defibrillator certification within one year of hire. National Crime Information Center Certification within six months of hire. Notary Public required within one year of hire. Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other:

High school diploma or G.E.D. and one year of related experience or training; or equivalent combination of education and experience. Experience in law enforcement or emergency dispatch.

More information:

A full job description including a listing of essential duties and responsibilities and necessary knowledge, skills and abilities is available at www.icgov.org/jobs under Job Descriptions.

The City of Iowa City is an eligible employer under Public Service Loan Forgiveness Program. Please visit the PSLF website for more information: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service#qualifying-repayment-plans>.

It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.

Date posted: August 4, 2025

