



COMMUNICATIONS OFFICER/DISPATCHER Full-Time

The Ocean Reef Community Association (ORCA), located in North Key Largo, FL, has a Full-Time position available for a Communications Officer/Dispatcher who will report directly to the Public Safety Communications Supervisor. The Communications Officer/Dispatcher will maintain the communication lines within the Public Safety Department and convey information to and from the public, other community agencies, outside law enforcement, and public service agencies.

Selected candidate will appropriately monitor and relay information pertaining to the safety, security and well-being of the Ocean Reef Community. The Communications Officer/Dispatcher will receive all incoming radio/telephone communications, dispatch appropriate response, transfer calls to the appropriate personnel, take messages, and post necessary information regarding each call to the appropriate log book or other record keeping system.

High school diploma or equivalent is required. Previous law enforcement/public safety communications experience is preferred but not required. Must possess or be able to obtain the Public Safety Telecommunicator Certification within four months of employment and must maintain an active certification throughout employment. Emergency Medical Dispatcher (EMD) Certification is preferred.

For consideration, please apply online at orcareef.com and send your resume to:

Talent Acquisition Division
OCEAN REEF COMMUNITY ASSOCIATION
orcaemployment@orcareef.com

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