
Alabama State Port Authority Job Description

Job Title: **Police Communications Officer**
Job Code: **20501903**

Job Class: **Corp**
FLSA Status: **Non-Exempt**

Job Summary

Reporting to the Port Police Shift Supervisor, this position is responsible for receiving, prioritizing, and determining the appropriate disposition of incoming calls, dispatching police officers, and providing administrative support to the Port Police.

Essential Functions

(Duties may not include all duties listed below, nor do the examples cover all the duties which may be performed.)

1. Receives incoming calls and dispatches Port Police when appropriate.
2. Operates the NCIC terminal.
3. Operates two-way radio.
4. Operates multiline phone.
5. Documents movements of all vessels at all Port Authority facilities.
6. Operates Genetec Camera operating systems.
7. Checks in all visitors to the port.
8. Checks in crew members of arriving and departing vessels.
9. Processes TWIC escort papers.
10. Arranges water hook ups for vessels.
11. Types daily activities report.
12. Processes pictures of all reported incidents.
13. Assign Port Authority case numbers.
14. Tallies service orders and gate receipts.
15. Documents overtime for maintenance/housekeeping personnel.
16. Monitors and responds to Port Police emails/faxes.
17. Documents security officers' work hours.
18. Signs out keys to personnel for Port buildings.
19. Performs other duties as assigned.

Supervisory Responsibility

None.

Minimum Required Education and Experience

| | Minimum | Focus Areas |
|-------------------|---------------------|---|
| Education | High school diploma | |
| Experience | 2 years | Security, dispatch, or related experience |

Substitutions allowed for Education: Indicated education required; no substitutions allowed.

Substitutions allowed for Experience: Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge:

Ability to follow verbal and written directions.

Ability to communicate clearly, efficiently, and professionally at all times.

Excellent attention to detail.

Certification or Licensure Requirements

Valid driver's license.

Must obtain TWIC authorization card.

Ability to obtain NCIC Certification.

Physical Requirements/ADA

Prolonged periods of sitting at a desk and working on a computer. Occasionally it requires standing and lifting up to 25 pounds.