



BAY COUNTY SHERIFF'S OFFICE

3421 N. Highway 77, Panama City, Florida 32405



POSITION VACANCY ANNOUNCEMENT POSITION: COMMUNICATIONS SPECIALIST SELECTION PROCESS MONITOR #: 25-015

MAJOR FUNCTIONS

The Bay County Sheriff's Office Communications Division is seeking a highly motivated and reliable Communication Specialist to join our team. This position is responsible for answering emergency and non-emergency calls, dispatching deputies, processing deputy requests, and providing support to first responders during emergency situations. The ideal candidate must be able to handle high-pressure situations, communicate clearly and effectively, and always maintain professionalism.

ILLUSTRATIVE DUTIES

Answer 911 emergency and non-emergency calls from the public. Dispatch first responders to the appropriate location. Ability to accurately and efficiently gather critical information from callers, including the nature of the emergency, location, and any other relevant details and accurately enter the information into the computer for responders. Operate radio equipment to communicate with first responders in the field. Monitor and maintain accurate records of emergency calls and dispatches. Provide emergency medical instructions to callers as needed until first responders arrive. Maintain a calm and professional demeanor in stressful and potentially dangerous situations. Coordinate with other public safety agencies and departments. Assist in handling routine administrative tasks related to dispatch operations. Participate in regular training and certification updates as required by the department. Monitor radio transmissions required radio channels, respond to requests made over said frequencies, and maintain appropriate documentation of actions. Ability to establish and maintain an effective and professional working relationship with fellow employees. Utilize and monitor Florida Crime Information Center/National Crime Information Center (FCIC/NCIC) terminal.
NOTE: The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

High school diploma or equivalent. Ability to work shifts, including nights, weekends, and holidays. **Must be able to type 35 wpm.** The typing tests are given at the Career Source Gulf Coast. (625 Highway 231, Panama City, FL 32405) (You must provide a photo ID to take the test.)

PREFERRED SKILLS

Knowledge of local geography, roads, and landmarks is beneficial.
Ability to read and comprehend maps.

SALARY/PAY GRADE

The entry level salary is \$42,000 with an additional \$500.00 retention paid in November.

DATE OF ANNOUNCEMENT: August 6, 2025

RESPONSE

All interested individuals are asked to complete a form on our website (www.bayso.org), Employment tab, to the Bay County Sheriff's Office, Personnel Section, by **5:00 PM, on Wednesday, August 20, 2025**. Once we receive your information, we will send you an invitation to complete our Personal History Statement (PHS) form online. **(850)248-2073** or laurie.rhodes@bayso.org (850)248-2058 or sabrena.goodwin@bayso.org

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