



- Federal, state, county, and City laws, regulations, and ordinances.
- Good public relations skills.

**Ability to:**

- Type at a speed necessary for successful job performance.
- Communicate effectively both verbally and in writing.
- Use basic computer skills.
- Apply knowledge and reasoning to make prompt and effective decisions quickly in both routine and non-routine situations.
- Interact effectively and sensitively with individuals from diverse backgrounds.
- Utilize effective time management and goal setting skills.
- Perform multiple tasks against strict deadlines.
- Prioritize tasks.
- Analyze a situation and make sound recommendations and decisions.
- Work independently on assigned projects involving research and data collection.
- Interact with employees based on law enforcement practices and procedures.
- Stay calm in emergency situations and handle stress.

**Special Requirements**

Residency Requirement: Must be able to respond within 30 minutes from residence.

**Experience, Education and Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School Diploma or G.E.D. Associates degree from an accredited college or university preferred.

Experience: Two years experience involving public contact and problem solving.

Training: Speak and write Spanish fluently preferred.

License or Certificate: First Aid and CPR Certification. Terminal Operator Certification awarded by State of Nevada. Must obtain within one year of employment Emergency Medical Dispatch certification through Priority Dispatch and must possess, at the time of employment and continuously throughout employment, a valid Class “C” driver’s license.

**WORKING CONDITIONS**

Work is performed under the following conditions:

**Physical Requirements**

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; frequent standing, stooping, twisting, bending, kneeling, and reaching; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Must be able to handle stressful situations. Great mental ability is required daily. Must carry/lift/push or pull loads of up to 25lbs.

**Job Hazards/Risk Factors:**

Employee may risk physical hazard from angry, unstable, violent and highly volatile prisoners and citizens and from weapons; exposure to communicable diseases, hazardous materials and body fluids. Risk of civil litigation due to performance of duties.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002  
 July 2008 (Grade)  
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