



NEW BERN

NORTH CAROLINA

248 Craven Street, P.O. Box 1129

New Bern, NC 28563

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THE CITY OF NEW BERN IS CURRENTLY RECRUITING FOR THE FOLLOWING POSITION:

Civilian Unit Supervisor: Performs difficult technical work overseeing and participating in police support functions in telecommunications at the E911 center. Coordinates, supervises and participates in the unit activities; maintains and prepares logs, files and records. Plans and directs work of assigned personnel; prepares work schedules; evaluates work performance of employees; conducts research and compiles data and reports as required; assists with preparation of division budget; and performs related tasks as required. Thorough knowledge of public records laws and regulations; thorough knowledge of and skill in the use of computer, word processing, and other automated office equipment; must type 25 wpm (typing test required); ability to plan and supervise the work of subordinate staff; ability to understand written and oral instructions; ability to communicate clearly and concisely orally and in writing; ability to establish and maintain effective working relationships with supervisors, co-workers, subordinates and the general public. Requires availability on an on-call basis to fill vacancies or absences of Police Service Technicians. Position requires working rotating shifts, weekends and holidays. **Any combination of education and experience equivalent to graduation from an accredited college with major course work in business or related field and considerable experience in the assigned area. Must possess and maintain a valid North Carolina Division of Criminal Information (DCI) certification. Salary Range: \$40,768 – \$66,349.**

APPLICATION DEADLINE: FRIDAY, AUGUST 18, 2017 AT 5:00 PM

IF YOU ARE INTERESTED IN THE ABOVE POSITION YOU MUST SUBMIT YOUR APPLICATION TO NC WORKS CAREER CENTER 2836 NEUSE BLVD., NEW BERN, NC BY THE DEADLINE DATE. THE CITY OF NEW BERN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, AGE, SEX, RELIGION, NATIONAL ORIGIN OR DISABILITY IN EMPLOYMENT DECISIONS OR PROVISION OF SERVICES.

Everything comes together here.