



**Office of Bedford County Human Resources  
1 Public Square, Suite 101  
Shelbyville, TN 37160**

**Communications Officer**

The Bedford County Sheriff's Office is currently accepting applications for **Communication Officer**. The communications officer facilitates effective communication with the general public and the Sheriff's Office. Communications will be facilitated using the computer aided dispatch systems, National Crime Information Center (NCIC) computer, fax, e-mail, and telephone. Position responsible for maintenance of communication records.

Essential functions include:

- Answer telephone calls and in person requests for service.
- Login information into the computer aided dispatch system.
- Enter lost or stolen property into the NCIC computer system.
- Process requests from deputies for information via phone or radio.
- Process and disseminate information for official Sheriff's Office purpose.
- Record keeping and report preparation as required.
- Good communication and Public Skills

Basic Qualifications

- Must be at least 21 years of age.
- Must have high school diploma or GED.
- Must have clean background check (including no order of protections, restraining orders, late child support, DUI, etc.) .
- Must be willing to work flexible days and hours including weekends, nights, and holidays.

Please visit [www.bedfordcountyttn.org](http://www.bedfordcountyttn.org) to complete the online employment application. Printed applications or resumes may be mailed or delivered to:

John Boutwell, HR Director  
Bedford County Mayor's Office  
1 Public Square, Suite 101  
Shelbyville, TN 37160

*Bedford County is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, national origin, age or veteran status in employment opportunities or benefits. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.*

