



CenCom E 9-1-1 Public Safety Communications Center

911 N. Lotus Drive • Round Lake Beach, IL 60073-2444 • Phone (847) 270-9111 • Fax (847) 270-9115

POSITION DESCRIPTION

PART – TIME TELECOMMUNICATOR

The Part-Time Telecommunicator position is for people with experience in public safety communications. The Part-Time Telecommunicator at CenCom E9-1-1 works under the direct supervision of a Communications Supervisor. Part-Time Telecommunicator performs a wide range of duties including the prompt answering of incoming requests for police, fire and EMS and dispatches these calls for service in a timely and efficient manner. The Telecommunicator II will work on one of 3 shifts. The Part-Time Telecommunicator must comply with the orders, policies, procedures, rules and regulations of CenCom E9-1-1 Public Safety Communications Center.

MINIMUM QUALIFICATIONS

- 18 years of age with High School Diploma or equivalent.
- Subject must be able to pass thorough background check.
- Must possess a valid driver's license.
- Applicants may also be subject to a pre-employment psychological and medical exam.
- Applicants will also be required to type at least 30 wpm, and must have excellent communications skills.
- Ability to clearly speak without any pronounced accent or speech impediment and write the English language.
- One year experience as a public safety Telecommunicator answering 9-1-1 calls and dispatching police, fire and EMS units or previous dispatch experience and currently employed in a Public Safety position.
- A Telecommunicator should have experience in using a CAD (computer aided dispatch) system.
- Current L.E.A.D.S./N.C.I.C. full access certification preferred.
- Must be able to pass a one (1) year probationary period.

ESSENTIAL JOB FUNCTIONS

- Responsible for the operation of the emergency telephone system and radio communications systems and dispatching of all calls for police, fire and emergency medical service.
- Receive and transmit any official information called for with speed and accuracy.
- Efficiently operate all communications center equipment, including radios, telephones, computer terminals, intercom system, audio and video tape recorders, copier, fax machine and typewriter.
- Promptly and courteously communicate with and aid persons seeking assistance or information.
- Successfully complete an accelerated Communications Training program if the applicant is not already a CenCom Telecommunicator I.
- Periodically conduct a video check of incarcerated prisoners in the CenCom Detention Facility.

Proudly serving: Barrington, Hainesville, Round Lake, Round Lake Beach, Round Lake Heights, Round Lake Park, Round Lake Area Park District and the Greater Round Lake Fire Protection District.

PART-TIME TELECOMMUNICATOR - CONTINUED

ESSENTIAL JOB FUNCTIONS (CONTINUED)

- Successfully complete the Communications Training program during the probationary period including LEADS certification. If a Part-Time Telecommunicator is trained for Police Operations, they must be able to achieve LEADS Full Access certification. If the Part Time Telecommunicator is trained for Fire Operations then they must be able to achieve LEADS less than Full Access Certification.
- Any other duties as assigned by a Communications Supervisor, Deputy Director, or the Director.

PHYSICAL ABILITIES

- Must be in sound physical health as determined by a certified licensed physician with no evidence of the use of controlled substance based on a blood or urine test conducted at the time of the physical examination.
- Must have the ability to read and discern visual images on a variety of media.
- Must have good hearing.
- Must be able to lift up to 25 pounds on occasions.