

Part Time 911 Communications Operator - Gurnee Police Department

Application Deadline: March 30, 2016 - 3:00pm

Requirements:

The Gurnee Police Department is seeking service-oriented individuals to join its team as Part Time 911 Communications Operators. The Department wishes to supplement its full time staff with part time 911 Communications Operators to provide coverage for full and half shifts while full time Communications Operators are on leave, vacation, training, etc. Part time 911 Communications Operators must be able to work a flexible schedule to fill shift vacancies and may work on any of the Department's 12 hour shifts. The number of hours per week and shift assignments will vary.

911 Communications Operators are a vital part of the public safety team, answering and dispatching 911 calls for service and communicating with Police Officers and Firefighter / Paramedics in the field. 911 Communications Operators must be proficient in call taking, emergency medical dispatch, police dispatch and fire dispatch operations. 911 Communications Operators also assist in providing customer service to walk-in customers and over the telephone by answering the Police non-emergency line, and assist with Police records management.

Minimum requirements and qualifications include US citizen / legal work authorization; HS Diploma / GED; ability to accurately type at least 30 wpm; at least 18 months experience of 911 dispatching experience in police and fire / EMS within the last 3 years; LEADS full access certification [or equivalent state system]. The successful candidate must have the ability to obtain and maintain LEADS full access and EMD certification prior to concluding the Communications Operator training program as a condition of continued employment.

Other desirable or strongly preferred qualifications include Emergency Medical Dispatch (EMD) certification and/or bi-lingual skills.

Starting rate of pay is \$25.09+ / hour; experienced candidates may be eligible for an accelerated wage rate based on experience. Participation in Illinois Municipal Retirement Fund.

The Communications Division of the Gurnee Police Department provides service to the community 24 hours per day. Emergency and non-emergency radio and telephone communications support is provided for the Gurnee Police Department, Gurnee Fire Department, Newport Fire Protection District, and Warren-Waukegan Fire Protection District. The Communications Division also assists with dispatching and communication needs for other Village entities. The Gurnee Communications Division responds to over 111,000 emergency and non-emergency telephone calls per year and dispatches over 61,000 police calls and 7,000 Fire/EMS calls annually.

For consideration, please go the following link and complete the application: <http://www.gurnee.il.us/node/100722>