



Employment Opportunity

Emergency Communications Specialist I

Department of Public Safety

\$18.39 hourly salary (Grade C09)

40 hour position with a full benefit package

Apply By: Monday, December 2, 2019 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Receives 9-1-1 calls and dispatches appropriate assistance utilizing computer aided dispatch and manual dispatch procedures in accordance with Emergency Communications Center policies and procedures. Requires availability for emergency callback and working with others in a confined area for long periods of time without leaving the facility. Works a rotating schedule including holidays, nights and weekends. May support fire communications, police communications, or both.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Receive 9-1-1 calls and refer to respective police organizations; or, dispatch fire and ambulance companies as appropriate
2. Receive and handle emergency calls for all county agencies after hours
3. Send, receive and maintain logs for radio and CJIS communication for Sheriff's Services and other county, state and federal agencies
4. Monitor various County and privately owned automatic alarms that terminate at Emergency Operations Center

EDUCATION AND EXPERIENCE

1. High School diploma or general education diploma (GED)
2. One year experience related to emergency communications services*
*A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Type accurately at a minimum of 25 wpm and apply effective keyboarding skills
2. CitiCall assessment at a minimum score of 80%.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Requires a criminal background check as condition of employment
2. CPR certification
3. Emergency Telecommunicator Certification (or must obtain within one year of employment)
4. Emergency (Medical/Fire/Police) Dispatch Certification (or must obtain within one year of employment)
5. Federal and State required criminal history record check for CJIS certification
6. CJIS certification (or must obtain within six months of employment)

A Carroll County Government job application is required for these positions.

Apply on-line: www.carrollcountymd.gov

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 11/07/19
(20-65)

Carroll County is an equal opportunity employer

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.