



POSTED: 8/10/15

JOB OPPORTUNITY #: 836-2701

## Emergency Telecommunicator

**Responsibilities:** *(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Successfully completes classroom and on-the-job training in call receiving and radio dispatch equipment, techniques and protocol; successfully completes pre-established evaluation and performance guidelines; operates enhanced 9-1-1 telephone equipment, Computer Aided Dispatch (CAD) equipment and computerized radio equipment to receive and dispatch emergency and non-emergency calls from the public to the appropriate public safety response agency; obtains and relays pertinent information from callers to public safety response agencies in a timely, accurate and courteous manner; maintains an accurate and up-to-date status of all on-duty police, fire and medical personnel and apparatus at all times; operates various office equipment, including fax machine, photocopier and other electronic equipment; operates the Missouri Uniform Law Enforcement System (MULES) to send/receive messages and make inquiries/entries on wanted/stolen persons, vehicles and property; assists with troubleshooting minor equipment repairs; monitors weather alert equipment and activates outdoor warning sirens or other equipment designed to alert the public and emergency response agencies to severe weather or major events in a timely manner; maintains a list of inoperative fire hydrants, street closings and other information pertinent to emergency responses; maintains a full working knowledge of Columbia and Boone County streets, roads, landmarks and common-name locations; maintains a full working knowledge of policies and procedures pertaining to PSJC and user agencies; and performs related duties as needed or assigned.

**Status:** Full Time, Non-exempt

**Working hours:** Varying shifts. *24/7 Operation. Must be able to work any shift at the Department's discretion.*

**Qualifications:** High school diploma or GED; possess and maintain a valid driver's license; ability to successfully complete required computer tests; ability to successfully complete and maintain required certifications (e.g. MULES, CPR, Emergency Medical Dispatch, etc.); and ability to work varying shifts and unscheduled overtime. must be 18 years of age or older at time of hire; applicant must not have any felony convictions; must not have other criminal convictions within the last 2 years, excluding traffic violations; No marijuana use or possession in the past 2 years, and no other illegal drug use or possession in the past 5 years. **Must pass a pre-employment drug screen.**

**Starting Salary Range:** Starting Pay: \$15.19 per hour, with the possibility of increases upon successful completion of probation. Additional shift differential pay of 65 cents per hour.

**Deadline for Application:** Applications will be accepted until the posting is removed.

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Apply online at [www.showmeboone.com](http://www.showmeboone.com) or call (573) 886-4128 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks' vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application or to download the application, log on to [www.showmeboone.com](http://www.showmeboone.com).

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