

Effingham City Police Department



Looking for a career- 911 Telecommunicator

Are you a computer savvy person?
Do you like dealing with all kinds of people?
Are you flexible and available on weekends and Holidays?

Job Opening: Part-time - 911Telecommunicator – Bureau of Communication

<http://www.effinghamil.com/government/employment-application>

Part-time hourly wage - \$15.07

Effingham City Police Department is seeking applicants for part-time 911 Telecommunicator: The Bureau of Communication is the primary Public Safety Answering Point for the City of Effingham dispatching emergency and non-emergency calls for law enforcement, Fire and EMS. The primary purpose of a Telecommunicator is to answer and process emergency 911 and non-emergency telephone calls using a computerized phone system, dispatching via a computer aided dispatch software & complex radio console, gathering information, providing information, updating, documenting, and maintaining data, utilizing mapping programs, recording software, deal with stressful situations, irrational and abusive people.

Must be flexible to work mostly midnights, evenings, weekends, and Holidays.

Qualifications:

- 18 years of age/HS or GED
- Strong keyboarding experience
- Operate multiple computer programs simultaneously
- Operating complex phone system
- Multi-tasking and prioritizing skills
- Good verbal communication skills
- Good hearing and eyesight
- Sit for long periods of time
- Handle stressful situations and all types of people

Applications located on line - Effingham City Hall or the Effingham City Police Department. Any questions contact Jodi Moomaw, 217-342-5327;
moomawjo@ci.effingham.il.us

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