



EFFINGHAM POLICE DEPARTMENT

JEFFREY FUESTING, CHIEF OF POLICE

110 SOUTH THIRD STREET, EFFINGHAM, ILLINOIS 62401

SPECIAL NEWS RELEASE

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April 2, 2019

Bureau of Communication Testing and Orientation

The Effingham Police Department is hosting an Orientation and Testing event which will be held Thursday, April 4, 2019 at Effingham Police Department, 110 S. 3rd Street, at 6:00 P.M. for the position of Part-Time Telecommunicator. Walk-ins are welcome and encouraged to attend this Orientation. Applications for the position can be completed prior to or at Orientation and can be found online at www.effinghamil.com under Police Department Careers or picked up in person at Effingham Police Department.

The Bureau of Communication is the primary Public Safety Answering Point (PSAP) for the City of Effingham and is responsible for dispatching emergency and non-emergency calls for Law Enforcement, Fire, and Emergency Medical Services.

Telecommunicators are the first point of contact and vital to the Emergency Services chain of events. The main roles of a Telecommunicator are to answer and process emergency 9-1-1 and non-emergency telephone calls using a computerized phone system; dispatching via computer-aided dispatch software using a complex radio console; gathering and providing information; updating, documenting and maintaining data; and utilizing mapping programs and recording software. Emergency Telecommunications is a fast-paced environment that requires individuals to deal with highly stressful situations and people in a professional manner.

Qualified individuals must possess the following:

- **MUST** be flexible to work mostly midnights, evenings, weekends and Holidays
- 18 Years of age with High School Diploma or GED
- Possess strong key-boarding experience
- Ability to operate multiple computer programs simultaneously as well as a complex phone system
- Possess both multi-tasking skills and prioritizing skills
- Demonstrate excellent verbal communication skills
- Have good hearing and eyesight
- Capacity to sit for long periods of time
- Capability to handle stressful situations and all types of people



To be part of this exciting opportunity which has the potential for full-time employment, please mark your calendar to attend! Part-Time hourly wage starts at \$15.96, with Holidays paid at time and a half.

**Orientation and Testing
Part-Time Telecommunicator
Effingham Police Department
110 S. 3rd Street, Effingham
Thursday, April 4th
6:00 P.M.**

If you see it, say it! The Effingham Police Department encourages you to call the Police Department immediately at 217-347-0774 to report suspicious activity in your neighborhood or business district. Information can be given anonymously by calling the CRIMESTOPPERS Tip Line at 217-347-6583. Anonymous callers can receive up to \$1,000 cash rewards.