



City of Ansonia

253 Main Street
Ansonia, Connecticut 06401

December 15, 2014

TO: Recruitment Sources
FROM: Edith Morales
Personnel/Administrative Assistant
SUBJECT: EMPLOYMENT OPPORTUNITY

PLEASE POST

**THE CITY OF ANSONIA
ANNOUNCE EMPLOYMENT OPPORTUNITY**

**ANSONIA POLICE DEPARTMENT
Dispatcher (Part-time)
\$20.24 per hour**

TO BE CONSIDERED, APPLICATION(S) MUST BE FILED BY:

4:00 P.M. TUESDAY, DECEMBER 30, 2014

APPLICATION(S) AVAILABLE BY CONTACTING:

**Ms. Edith Morales
Personnel/Administrative Assistant
City Hall
253 Main Street (Lower Level)
Ansonia, CT 06401**

CLOSING DATE: Tuesday, December 30, 2014

SPECIAL INSTRUCTIONS: To request an application and job description by mail, please send a self-addressed-stamped-envelope.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F/H/V

PLEASE REMOVE: Wednesday, December 31, 2014

POSITION DESCRIPTION

CLASS/TITLE:	DISPATCHER (P/T)	REVISION DATE:	12/15/14
DATE:	09/18/98	REVISION LTR:	
DEPARTMENT:	POLICE		
SALARY RANGE:	\$20.24 HOURLY, PART-TIME (OFF-SCALE)		

GENERAL PURPOSE

Receives complaints from public concerning crimes and police emergencies and broadcasts orders to police radio patrol units to investigate complaint by performing the following duties.

SUPERVISION RECEIVED

Under the direct supervision of the Officer in Charge

SUPERVISION EXERCISED

Positions may supervise others.

DUTIES AND RESPONSIBILITIES

Relays instructions or questions from remote units. Records calls, broadcasts, and complaints received. Coordinates all police, fire, ambulance, and other emergency requests, relaying instructions to radio unit concerned. Transmits and receives messages between divisions of own agency and other law enforcement agencies. Monitors silent alarm system to detect illegal entry into business establishments. Contacts Police Officers to verify assignment locations.

Works on an assigned shift; works eight hours shifts which may be rotated periodically by the Chief of Police; operates telephonic and radio equipment answering all calls for the Police and Fire Departments and dispatching personnel and apparatus. This is primarily clerical work involving responsibility for prompt and accurate receipt of messages of an emergency or administrative nature and dispatching of personnel and equipment according to practicable procedures. Calls received by radio, telephone, or non-voice automatic alarms shall be answered and recorded and teletype messages shall be sent out on request of supervisor.

Shall be responsible for providing resource information to field units and other agencies, and the public, and for the prudent exercise of discretion in releasing information and in dealing with the public's requests for police service.

Responsible for maintaining a thorough knowledge of street and building locations, paths, number and assignment of police personnel and other general information necessary for the efficient dispatch of police service.

Responsible for notifying their supervisor of any malfunction in communications equipment, telephone equipment and any other miscellaneous equipment under their control. Shall obey all lawful commands and assignments, and perform all other duties, as prescribed by his supervisors.

PERIPHERAL DUTIES

May have responsibility for functional guidance in training and assisting less experienced employees.

DESIRED MINIMUM QUALIFICATIONS

EDUCATION and/or EXPERIENCE: Must have a record showing completion of an accredited high school or General Equivalency Diploma. Will undergo a probationary period during which in-service or other training during off-hours may be required.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

SPECIAL REQUIREMENTS

Must attend and successfully complete the Public Safety Telecommunicators training course as specified in C.G.S. 28-30. Must attend and successfully complete NCIC/COLLECT certification training and maintain annual re-certification as required.

TOOLS AND EQUIPMENT USED

Operating office equipment including word processors, memos typewriter, data entry equipment, adding machine, facsimile machines and computer terminal.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel objects or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; sit; and stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

SELECTION CRITERION

Formal application, rating of education and experience; oral interview and reference check; oral job related tests may be required. In addition to the checking of references and facts stated in the application, a through character investigation of each candidate may be made before names are certified for appointment.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

The position is subject to the collective bargaining agreement with United Public Service Employees Union (UPSEU).

AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER - M / F / V / H