



POSTED: 4/17/2017

JOB OPPORTUNITY #: 792-2701
Emergency Telecommunicator Trainee
Joint Communications (9-1-1)

Responsibilities:

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 BCJC and user agencies; and performs related duties as needed or assigned.

Status: Full-time, non-exempt, benefited

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

Qualifications: A high school diploma or GED is required; must 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 meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy. **Must pass a pre-employment drug screen.**

Starting Hourly Rate: \$15.45, with the increases upon successful completion of on-the-job training (\$16.04) and probation periods (\$16.63). Additional shift differential pay of \$0.65 cents per hour.

Additional Forms Required: Addendum, Military Release (Joint Communications), Request for Tax Transcript (Joint Communications)

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

Apply by visiting our website at www.showmeboone.com/hr.

Benefit-eligible employees receive paid vacation, 13 paid holidays, enrollment in the County Employees Retirement Fund, and two matching deferred compensation plans. Other benefits include 100% County paid or low cost employee health insurance premium options, 100% County paid employee dental premiums, subsidized dependent premiums, and County paid long-term disability and life insurance.

An Affirmative Action/Equal Opportunity Employer