

HUMAN RESOURCES DIVISION
PHONE: 815/724-4020
FAX: 815/724-4039



**150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158**

EMPLOYMENT OPPORTUNITIES

JOB POSTING # 24-18
POSTED: 04/03/2018, 8:00 a.m.
EXPIRATION: 04/13/2018, 4:30 p.m., or until filled
TITLE: PUBLIC SAFETY DISPATCHER I (Position Code #2254)
SALARY: \$38,766 - \$69,800
DEPARTMENT: POLICE
DIVISION: TECHNICAL SERVICES - COMMUNICATION CENTER

TASKS OR DUTIES: (Illustrative)

Responds to requests for police, fire, and EMS services;
Becomes certified in LEADS/NCIC;
Becomes certified in CPR and EMD (Emergency Medical Dispatch), and provides medical instruction to those on the scene of an emergency as necessary;
Dispatches police units for an assigned geographical area in the City;
Dispatches fire units for the City;
Monitors the alarm monitoring system in the Communications Center;
Prepares and/or completes various reports and logs as necessary;
Operates various computer systems and networks as necessary to perform dispatching tasks;
Performs simple clerical tasks;
Performs other related duties as required.

PERIPHERAL DUTIES:

Provides backup to related positions in team atmosphere.

POSITION REQUIREMENTS:

Graduation from a high school or GED equivalent;
Some knowledge of modern Public Safety Communication Systems;
The ability to secure necessary information and to interpret the requirement to fire and police emergency situation under conditions of stress;
The ability to speak clearly in a well-modulated voice;
Good judgment;
The ability to keep records and to prepare reports from such records;
The ability to file records in the correct alphabetical or numerical order;
The ability to operate a computer; typewriter or similar keyboard mechanism;
Ability to type from rough draft or clear copy at the rate of 40 wpm;

Must successfully complete a minimum forty (40) hour Basic Telecommunications Course within one (1) year of assignment;

Must acquire and maintain LEADS certification within one (1) year of assignment;

Any equivalent combination of experience and training which provides the required knowledge, skills and ability;

Skill in operation of listed tools and equipment;

Must acquire and maintain EMD/CPR certification within one (1) year of assignment.

TOOLS AND EQUIPMENT USED:

Personal computer, copy machine, fax machine, LAN and CAD terminals.

Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months.

A full job description is available in Human Resources upon request.

TEN (10) DAY POSTING

NOTE: APPLICATIONS WILL BE ACCEPTED FROM CITY EMPLOYEES WHO ARE CURRENTLY REPRESENTED BY AFSCME LOCAL 440

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER