

Essex County Announces

Vacancies for the position of a Full-Time & Part-Time Emergency Services Call Taker-Dispatcher

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services
Essex County is an Equal Opportunity Employer

For further information contact
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Essex County Government Center
7551 Court Street - P.O. Box 217
Elizabethtown, New York 12932 Tel: 873-3360
www.essex.co.ny.us/jobs.asp

Vacancy: Essex County Department of Emergency Services

Base Salary: \$21.14/HR. (Hired PRIOR 2009); \$19.03/HR. (Hired AFTER 2009)

DISTINGUISHING FEATURES OF THE CLASS: Employees in the class are responsible for monitoring and dispatching a variety of emergency services (fire, rescue and ambulance, law enforcement, child protection services, disaster preparedness, etc.). Dispatchers also maintain radio communications with road patrol officers requesting back-up assistance. Incumbents monitor numerous telephone systems, alarm systems and radio frequencies simultaneously and must exercise sound independent judgment in prioritizing calls and dispatching appropriate emergency services to situations which may involve danger to life and/or damage to property as quickly as possible. This job involves an unusual working environment which includes high stress dealing with life and death situations, the need to remain calm in emergency situations and the need to be polite when dealing with angry and abusive people. Incumbents must maintain accurate records of all calls placed and received. Employees are required to work shifts which cover both day and night hours. May be required to perform various clerical duties as needed. Does related work as required.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of experience in clerical, dispatching or two-way radio communications;
- (b) Two years of experience in clerical, dispatching or two-way radio communications;
- (c) An equivalent combination of training and experience as defined by the limits

***LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
OCTOBER 15th, 2019***

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION. PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO DRUG AND ALCOHOL SCREENING/TESTING, PRE-EMPLOYMENT PHYSICAL, AND ADDITIONALLY MAY BE REQUIRED TO SUBMIT TO A FINGERPRINT BACKGROUND CHECK DEPENDING UPON SPECIFIC REQUIREMENTS OF THE POSITION. FOR APPLICATIONS AND INFORMATION, CONTACT THE ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE, ELIZABETHTOWN, NY 12932. PHONE- 873-3360

10/04/2019