

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION DISPATCHER TRAINEE**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Starting Salary: \$39,061
Closing Date: **Friday, June 7, 2013**

In the Department of Emergency Services and Public Protection this class is accountable for receiving class room and on-the-job training in providing a communications link between law enforcement, emergency services and the general public.

Eligibility Requirement:

Although this job classification does not require an examination please note the General Experience for basic qualifications.

Knowledge, Skills and Abilities:

Some knowledge of and ability to operate communications equipment; knowledge of basic first aid and safety procedures; interpersonal skills; computer keyboarding skills; ability to think and act quickly in emergency situations with judgment and discretion; ability to speak proper English and to enunciate clearly; ability to follow oral and written instruction; ability to exercise discretion in handling confidential information; ability to maintain manual and electronic records.

General Experience:

One (1) year of experience in the dispatching of emergency vehicles and responding to 911 calls.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year.

Special Requirement:

1. Incumbents in this class must successfully complete the Department of Emergency Services and Public Protection Connecticut State Police Dispatcher Training Certificate Program.
2. Incumbents in this class must receive certification as a Telecommunicator within three (3) months of appointment.
3. Incumbents in this class must receive certification in NCIC and COLLECT systems within three (3) months of appointment.
4. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
5. Incumbents in this class must possess a high school diploma or certification of having passed the General Educational Development (GED) examination.

Physical Requirement:

A physical examination may be required by the appointing authority. Applicants for this class must possess normal hearing and vision.

Working Conditions:

Incumbents in this class may be required to work in tiring positions for long periods of time in a stressful environment.

Term of Appointment:

Appointment to positions in this class shall be for a period of six (6) months. An extension of up to sixty (60) days may be granted if additional remedial training is required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume, cover letter, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by ***Friday, June 7, 2013** to:

**Department of Emergency Services and Public Protection
Attn: Human Resources
1111 Country Club Road
Middletown, CT 06457-9294
Fax: (860) 685-8356**

***Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER