

JOB OPPORTUNITY  
DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

**TELECOMMUNICATIONS DISPATCHER**  
SAFETY SERVICES DIVISION

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

**Open To:** Candidates who are on the current exam list for Telecommunications Dispatcher.

| PCN     | LOCATION  | SCHEDULE  |
|---------|---|---|
| OC76221 | Connecticut Valley Hospital, Middletown, CT 06057 | 2 <sup>nd</sup> shift, 4:00 p.m. – 12:00 a.m. – Every Other Weekend Off |
| OC80271 | Connecticut Valley Hospital, Middletown, CT 06057 | 3 <sup>rd</sup> shift, 12:00 a.m. – 8:00 a.m. – Every Other Weekend Off |

**Salary Range:** \$42,039.00 - \$55,131.00

**Posting Date:** February 5, 2014

**Closing Date:** February 11, 2014

**Eligibility Requirement:**

Candidates must have applied for and passed the Telecommunications Dispatcher exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Duties are consistent with the State of Connecticut Job Specification** This position provides 24/7 dispatch, communications, and support services to police, fire, emergency medical services, and business functions on the campus. Operates, monitors and maintains various complex communications equipment such as: NCIC/COLLECT systems, surveillance video systems, security and fire alarm systems, etc. Determines and evaluates emergency or non-emergency situations, prioritizes and takes appropriate action including interpreting and relaying information to offsite personnel. Maintains records of all incidents utilizing a computer aided dispatch (CAD) system as well as numerous other logs to record daily activities. Performs related duties as required.

**Knowledge Skill and Abilities:** Must possess normal hearing, have or acquire good computer skills, must be able to deal with stressful and/or life threatening situations.

**SPECIAL REQUIREMENTS:** Incumbents in this class must possess and retain certification as a Telecommunicator and be certified in NCIC and COLLECT systems

**Preferred Experience and Training:** OSET/911, EMD Certification and telecommunications dispatch experience.

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATION TO:**

**DMHAS/Office of the Commissioner**

Human Resources  
410 Capitol Avenue, 4<sup>th</sup> Floor  
Hartford, CT 06106  
Fax: (860) 418-6697  
[Maria.D.DeJesus@ct.gov](mailto:Maria.D.DeJesus@ct.gov)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. (NP-3)