



EXAMINATION OPEN TO THE PUBLIC

ENVIRONMENTAL PROTECTION DISPATCHER

ANNUAL \$40,814
SALARY: \$53,525

SALARY
GROUP: CL 15

APPLICATION CLOSING
DATE: JULY 3, 2013

EXAM
NO: 130760CMB

SPECIAL EXAMINATION AND APPLICATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Energy and Environmental Protection this class is accountable for providing a communication link between the units and/or divisions of the Department of Energy and Environmental Protection, other public safety agencies and the public.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY JULY 3, 2013:

GENERAL EXPERIENCE: One year of experience in dispatching and operation of communication equipment.

SPECIAL REQUIREMENTS: (1) Incumbents in this class must receive certification as a Telecommunicator within one year. (2) Incumbents in this class must receive certification in NCIC and COLLECT systems within three months of appointment. (3) Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.

CHARACTER REQUIREMENT: In addition to the checking of references and facts stated in the application a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

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

WORKING CONDITION: Incumbents in this class may be required to work in tiring positions for long periods of time.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of and ability to operate and monitor communications equipment; knowledge of and ability to interpret and apply state and federal laws, statutes, regulations and procedural guidelines relating to conservation enforcement; knowledge of terminology used in radio communications; knowledge of laws, rules and regulations governing radio communications equipment; interpersonal skills; computer keyboarding skills; ability to listen and communicate calmly, effectively and courteously with the public and emergency personnel in emergency and non-emergency situations; ability to speak proper English and enunciate clearly; ability to function and react calmly, effectively and efficiently under stress; ability to determine priorities among multiple issues as well as analyze problems and take appropriate actions; ability to exercise discretion in handling confidential information; ability to follow oral and written instructions; ability to maintain manual and electronic records.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
 - (2) Supplemental Examination Material (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Environmental Protection Dispatcher, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Environmental Protection Dispatcher cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience in the operation and monitoring of communications equipment (such as VOTER, CAD, NCIC and COLLECT systems, multi-line telephone systems, etc.). Be specific as to the operation and kinds of communications equipment used and for what purpose. Include your experience with terminology, coding, symbols and standard abbreviations used in radio communications. Also include your experience operating office equipment such as computers and or other automated equipment. Be specific as to the office equipment used and for what purpose. **(2)** Detail your experience interpreting and applying state and federal laws, statutes, regulations and procedural guidelines relating to various law enforcement issues. Be specific as to the statutes/regulations you interpreted/applied and for whom they were applied and for what purpose. **(3)** Oral/written and interpersonal communications experience. Detail your experience preparing reports, correspondence, documents or other written materials. Be specific as to the nature and purpose of these reports or written materials and for whom they were prepared. Detail your experience with others which you feel demonstrates your oral communication and interpersonal skills. Be specific in explaining the nature of those dealings and whom they were with. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by July 3, 2013.** **(5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by August 16, 2013.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at any one of the Offices of the Connecticut State Job Centers.

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, persons with disabilities and military veterans