

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Vacancy Announcement

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS BELOW!

POSTING DATE: 12/22/10

CLOSING DATE: 01/05/11

POSITION: EP Dispatcher
POSITION #: 63331
LOCATION: Bureau of Financial and Support Services, Agency Support Services
Emergency Dispatch Center - Hartford
ANNUAL SALARY: \$40,814.00 (CL15 - Step1)
TYPE OF POSITION: Full-time, Permanent

Eligibility Requirement: **Candidates must have applied for and passed the EP 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.**

DESCRIPTION OF DUTIES:

The Emergency Dispatch Center is a 24 hr./7-day a week operation of dispatchers engaged in providing a communication link between operations within the Department of Environmental Protection, other public safety agencies and the public. The duties of this position are as follows: Operates radio communication equipment and receives and dispatches radio messages on an assigned shift; provides a communication link for Emergency Spill Responders, EnCon Police, State and local police and fire departments as well as the general public. Operates the following equipment: computer equipment, computer assisted dispatch (CAD), National Crime Information Center (NCIC) and Connecticut On-Line Law Enforcement Communications Teleprocessing (Collect) systems; operates VOTER System to determine radio transmission capability; maintains initial incident report and written records and logs of shift activity; interprets and relays information to field personnel and applies state statutes and regulations pertaining to environmental protection issues; advises other agencies on incidents of special concern; dispatches DEP emergency response teams; independently responds to calls from the public and provides general information; determines, evaluates, prioritizes emergency situations and takes appropriate action; may prepare reports; may work all shifts as well as weekends and holidays as required.

SPECIAL REQUIREMENTS, PHYSICAL REQUIREMENTS, AND/OR WORKING CONDITIONS:

1. One (1) year of experience in dispatching and operation of communication equipment.
2. Must receive certification as a Telecommunicator within one (1) year of appointment.
3. Must receive certification in National Crime Information Center (NCIC) and Connecticut On-Line Law Enforcement Communications Teleprocessing (COLLECT) systems within three (3) months of appointment.
4. Will be required to work a schedule that includes weekends, evenings and holidays and may be required to work overtime to meet operating needs.

PREFERRED CANDIDATE WILL HAVE:

- Knowledge and ability to operate and monitor communications equipment and knowledge of terminology used in radio communication equipment;
- Ability to operate computer equipment;
- Knowledge of and ability to interpret and apply state and federal laws, statutes, regulations and procedural guidelines relating to conservation enforcement;
- 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 follow oral and written instructions;
- Ability to speak proper English and enunciate clearly.

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

TO APPLY: Please send **CT-HR-12 and CT-HR-13 applications form** including the **position #** before the close of business on the date indicated above. Current State employees must provide a copy of his/her last two performance appraisals. **APPLICATION PACKAGES WILL NOT BE CONSIDERED WITHOUT ALL OF THE ABOVE MENTIONED DOCUMENTS.**

SEND APPLICATIONS TO:

**Department of Environmental Protection
Human Resources Division
79 Elm Street
Hartford, CT 06106-5127
Attn: Linda G. Rodriguez
Telephone: (860) 424-3006**

In conformance with the Americans with Disabilities Act, DEP makes every effort to provide equally effective services for persons with disabilities. Individuals with disabilities who need this information in an alternative format, to allow them to benefit and/or participate in the agency's programs and services, should call (860) 424-3051 or (860) 418-5937 or e-mail Marcia Bonitto, ADA Coordinator, at Marcia.Bonitto@CT.Gov. Persons who are hearing impaired should call the State of Connecticut relay number 711.

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.