

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
JOB OPPORTUNITY  
ENVIRONMENTAL PROTECTION DISPATCHER

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

**Open To:** Candidates on a current examination list.

**Location:** Bureau of Outdoor Recreation, Environmental Conservation Police Division

**Job Posting No:** 105279

**Type of Position:** Full-time Permanent

**Annual Salary:** \$42,039 (CL15-1)

**Closing Date:** September 9, 2013

**Eligibility Requirement:** Candidates must be on the current DAS exam certification list for Environmental Protection Dispatcher. Current state employees who hold permanent status in the class of Environmental Protection Dispatcher may apply without taking the exam. Candidates on Reemployment/SEBAC lists will be given first consideration.

**Description of Duties:** The Emergency Dispatch Center is a 24 hr./7-day a week operation responsible for providing a communication link between operations within the Department of Energy and Environmental Protection and other public safety agencies and the public. The EP Dispatcher will:

- operate radio communication equipment, including computer equipment, computer assisted dispatch (CAD), National Crime Information Center (NCIC) and Connecticut On-Line Law Enforcement Communications Teleprocessing (Collect) systems;
- receive and dispatch radio messages on an assigned shift;
- provide a communication link for Emergency Spill Responders, EnCon Police, State and local police and fire departments, as well as the general public;
- maintain initial incident report and written records and logs of shift activity;
- interpret and relay information to field personnel;
- apply state statutes and regulations pertaining to environmental protection issues;
- advise other agencies regarding incidents of special concern;
- dispatch DEEP emergency response teams;
- independently respond to calls from the public and providing general information;
- determine, evaluate, and prioritize emergency situations and take appropriate action; and
- prepare reports.

**The preferred candidate will have:**

- Dispatching experience in a law enforcement environment
- Experience with computer assisted dispatch (CAD), National Crime Information Center (NCIC), and CT On-Line Law Enforcement Communications Teleprocessing (COLLECT) systems;
- Proficiency using Microsoft Office applications;
- Experience creating and maintaining manual and electronic records;
- Ability to understand, speak, read, and write proper English and to enunciate clearly;
- Experience interpreting and applying state and federal laws, statutes, regulations, and procedural guidelines relating to conservation enforcement;
- Ability to function and react calmly, effectively, and efficiently under stress; and
- Ability to determine priorities among multiple issues as well as analyze problems and take appropriate actions.

**Special Requirements:**

1. Have normal vision and hearing.
2. Prior to appointment, pass a thorough background investigation.
3. May be required to pass a physical examination.
4. Within three (3) months after initial appointment, be certified in National Crime Information Center (NCIC) and Connecticut On-Line Law Enforcement Communications Teleprocessing (COLLECT) systems, and maintain continuous certification in both while employed as an EP Dispatcher.
5. Within one (1) year after initial appointment, be certified as a Telecommunicator, and maintain continuous certification while employed as an EP Dispatcher.
6. Able to work a schedule that includes weekends, evenings, holidays, and overtime.

**Physical Requirement:**

The incumbent will be required to work in tiring positions for long periods of time.

**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 a cover letter, a resume, and CT-HR-12 Application for Employment to: **(Incomplete packages will not be considered)**

**Department of Energy and Environmental Protection  
Human Resources Division  
79 Elm Street  
Hartford, CT 06106-5127  
Attn: Marilyn Stone, Human Resources Specialist  
Telephone: (860) 424-3006  
Fax: (860) 424-3896**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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