

**CENTRAL CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY  
TELECOMMUNICATIONS DISPATCHER**

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

<b>Open To:</b>	Candidates on a current examination list	<b>Location:</b>	CCSU Police Department – New Britain, CT
<b>Job Posting No:</b>	C13-024	<b>Salary:</b>	\$40,814 to \$53,525 (CL-15)
<b>Hours:</b>	<b>Second Shift</b>	<b>Closing Date:</b>	December 21, 2012

**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.**

**Knowledge, Skills and Abilities:** Knowledge of and ability to operate and monitor communications equipment; knowledge of terminology and coding used in radio communications; knowledge of and ability to interpret and apply state and federal laws, statutes, regulations and procedural guidelines relating to communications; interpersonal skills; computer keyboarding skills; ability to listen and communicate calmly, effectively and courteously 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 think and act quickly in emergency situations with judgment and discretion; ability to exercise discretion in handling confidential information; ability to follow oral and written instructions; ability to maintain records.

**General Experience:** One (1) year of experience in dispatching and operation of communication equipment.

**Special Requirements:** Incumbents in this class may be required to possess and retain certification as a Telecommunicator; receive within three (3) months of appointment and retain certification in NCIC and COLLECT systems; work a schedule that includes weekends, evenings and holidays.

**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.

**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: **1)** a cover letter specifying this posting (C13-002); **2)** a completed State application (**CT-HR-12 – available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)** and **3)** the names, titles and phone numbers of two current professional references. **Application packages will not be considered without these documents. Applications must be postmarked by December 21, 2012. Faxes will not be accepted. Send cover letter, application and references to:**

**Human Resources: Teresa Velez  
Davidson Hall – Room 119  
Central Connecticut State University  
1615 Stanley Street  
New Britain, CT 06050**

(Telephone: 860-832-1756)

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

*CCSU aggressively pursues a program of equal employment and educational opportunity and affirmative action. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.*