

Department of Mental Health and Addiction Services  
Southwest Connecticut Mental Health System  
**JOB OPPORTUNITY**  
Telecommunications Operator  
SW84380  
Communications Unit

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

**Open To:** State Employees

**Location:** Greater Bridgeport Community Mental Health Center, 1635 Central Avenue, Bridgeport, CT

**Unit:** Communications Unit

**Hourly Salary:** \$36,636.00

**Job Posting No:** SW84380

**Hours:** 2nd shift. 3:00 pm -11:00 pm, 5 Days per week, rotating weekends, 40 hours per week.

**Posting Date:** August 14, 2014

**Closing Date:** August 20, 2014

**Duties included but not limited to:** Receives, transmits and relays police, fire, medical and other emergency information to and from security officers, firemen, paramedics, maintenance crews. operates communication equipment which may include radio, telephone and related communications equipment; responds to complaints and refers to appropriate field personnel; fire and medical emergencies; monitors alarm systems; records time and nature of communications received and maintains files for purpose of ready identification; advises supervisor on all unusual or emergency incidents; may also operate main switchboard; monitor closed circuit television camera; may operate a computer terminal; may perform varied clerical, typing and statistical work; performs related work as required.

**Knowledge, Skills and Abilities:** Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

**Experience and Training:** Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

**Special Requirements:** Incumbents of this class will be required to receive certification as a Telecommunicator within one (1) year of appointment.

**Physical Requirement:** A physical examination may be required by the appointing authority. Applicants must possess normal hearing.

**Working Conditions:** Incumbents of 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 must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

Southwest Connecticut Mental Health System  
Human Resources, 97 Middle Street, Bridgeport CT 06604  
Fax: (203) 579-6315  
Email: SWCMHS.recruit@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