

Department of Mental Health and Addiction Services  
Southwest Connecticut Mental Health System  
**JOB OPPORTUNITY**  
Telecommunications Operator  
SW102669  
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:** \$16.54

**Job Posting No:** SW102669

**Hours:** 1st shift. 7:00 am - 3:00 pm, 4 Days per week, rotating weekends, 32 hours per week.

**Posting Date:** October 22, 2012

**Closing Date:** October 28, 2012

**Duties included but not limited to:** Receives all general and emergency calls to the hospital and directs the calls appropriately. Monitors CCTV, fire alarm and building system equipment. May receive information on accidents or injuries on state property, requests for police, fire, medical and emergency and transmits to in-house public safety officers or other emergency personnel as appropriate. Operates communication equipment including, but not limited to, radio, telephone, intercom, etc. May operate a computer and perform varied clerical duties. Performs related duties 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.

**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:**

**Gabriela S. Flores, Human Resource Associate**  
**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.