

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Telecommunicator I/ Part-time (#343-1)
LOCATION: Communications
HIRING RANGE: \$12.05/hour
JOB TYPE: Part-time/Permanent/Non-Exempt
POSTING DATE: September 28, 2015
DATE AVAILABLE: Immediately
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

Performs responsible radio and communications work by operating base radio dispatching and advanced telephone equipment to receive and transmit emergency calls for the County law enforcement and emergency services programs.

ESSENTIAL JOB FUNCTIONS

Operates emergency communication systems to receive, transmit and record messages for Emergency Medical Services, County law enforcement, municipal police departments, volunteer and municipal fire departments, highway patrol, Department of Transportation, as well as various human services agencies. Monitors and operates TDD telecommunications equipment to communicate with hearing-impaired callers. Maintains computer log systems and coordinates repair of equipment through County staff or outside service vendors as needed.

MINIMUM EDUCATION AND EXPERIENCE

High school graduation or equivalent; must be a United States citizen; must obtain a valid driver's license; have a clean criminal history. NCIC/DCI certification preferred or ability to obtain within 120 days of employment.

Must possess:

- General knowledge of the operation of emergency communications system.
- Working knowledge of the geographic layout of Craven County.
- Knowledge of the practices and procedures of law enforcement, fire and rescue departments.

SPECIAL REQUIREMENT

The ability to attend and pass the Telecommunications course given by Sheriff's Training and Standards or their education agent within one year of employment.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd., New Bern, NC 28560. Craven County Department contact for questions is Patti McDaniel at 252-636-6608.

Craven County is an Equal Opportunity Affirmative Action Employer.

