

Human Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 567-3678

Englewood

CAREER OPPORTUNITY

DATE: 2024 Annual Re-Post

TO: All City of Englewood Employees & External Applicants (subsequently)

FROM: Human Resources *(AP)*

SUBJECT: Available Positions – Public Safety Telecommunicator – Full-Time

The City of Englewood is currently accepting applications for Full-Time Public Safety Telecommunicators (PST) (Classified – Local 108, R.W.D.S.U., U.F.C.W., AFL-CIO)

Compensation: The base starting salary is \$42,000.00 annually

Benefits: Medical & Prescription Coverage (Shared-Cost)
NJ State Pension (PERS/DCRP if eligible)
Paid Time- Off (Vacation, Sick, Personal & Holiday Leave)
Voluntary Benefits (Vision, Dental, FSA & Short Term Disability)

Schedule: This position requires flexible scheduling based on a Pitman shift schedule which consists of a 2-week cycle working 3 consecutive shifts, followed by 2 days off, then working 2 consecutive shifts, followed by 3 days off. Steady shifts by seniority upon completion of training.

How to Apply: Please submit your resume via to

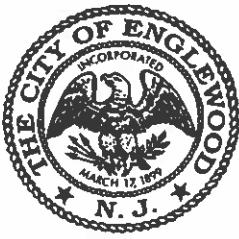
Email: hiring@englewoodpd.org
Subject: Public Safety Telecommunicator – Full-Time

A complete job description is hereto attached.

POST: April 15, 2024

REMOVE: Will Remain Posted

cc: R. Hoffmann, City Manager
T. Greeley, Chief of Police



Englewood

PUBLIC SAFETY TELECOMMUNICATOR

JOB SUMMARY:

Under the immediate supervision of the Officer-in-Charge is responsible for operating telephonic, radio, and computer equipment in the receipt and transmission of a variety of calls requiring independent judgment and frequent decision-making in accordance with departmental policies and procedures.

EXAMPLES OF WORK:

- Receives requests for public safety assistance which may require police, fire or medical assistance; provides dispatching and related services for all field units.
- Operates the base station radio and dispatches emergency personnel to assignments; relays messages by radio or telephone to and from emergency personnel, other service units of the City of Englewood and agencies outside of the City of Englewood.
- Enters information and maintains the Enforsys Computer Aided Dispatch (CAD) which includes telephone service requests and other notifications for services; processes confidential materials/crime reports.
- Monitors alarm systems and closed circuit TV screens, maintains the record systems of the department.
- Types, files, inputs and retrieves data on computers; aides and directs visitors to appropriate locations.
- Answers incoming lines from the public via emergency 9-1-1 and administrative telephone lines
- Dispatches available units to handle requests for service. Operates radio and CAD terminals to interact with and direct operation of field personnel. Simultaneously monitors and instantaneously maintains up to the moment computerized status screen of all police, fire and medical field personnel.
- Takes complete and accurate information and quickly disseminates information, both in typewritten and verbal form using proper grammar and spelling.
- Makes legitimate and legal inquiries into computerized driver's license and motor vehicle information files as requested, following prescribed procedures and policies.
- Inputs personal, vehicular and other data into NCIC, NLETS and NJLETS; queries NCIC, NLETS and NJLETS for wanted persons, vehicles and property.
- Assists with training of new dispatchers. Reviews and checks the trainee's work to ensure conformance to established standards policies and policies. Keeps detailed daily records of trainee's progress.
- Performs other duties as assigned.

QUALIFICATIONS

Education

- Must have a High School Diploma or G.E.D. Equivalent
- A background in the police or fire service and their operations, procedures, rules and regulations, radio/dispatch operations is strongly preferred.
- Certifications in 911 Officer/Basic Telecommunicator, Emergency Medical Dispatch and CPR (Cardiopulmonary Resuscitation) are required within one month of hire, with consideration of course availability.

**Candidates with certifications at time of application are preferred.*

Experience

- Knowledge and experience in radio operating requirements and techniques and/or experience in the operation of pagers, paging system and fire alarm systems is preferred.

**Applicants with prior experience preferred but training is available.*

KNOWLEDGE, SKILLS AND ABILITIES:

- Satisfactorily completion of an in-service training program using daily observation reports
- Ability to work overtime as required, voluntary and ordered.
- Shift work including evenings, nights, weekends, and holidays to maintain 24-hour coverage of the emergency dispatch system.
- Ability to speak clearly and distinctly using approved radio terminology
- Ability to react calmly during emergency situations in order to efficiently relay information to appropriate personnel.
- Ability to extract pertinent data from conversations and documents
- Strong verbal and written communication skills
- Interpersonal/human relations skills.
- Work is performed in a Police Communications Center environment
- Sit for extended periods of time.
- Visual and muscular dexterity to operate communications equipment (computer-aided dispatch equipment, telephones and radios).
- Operate a variety of standard office equipment including a computer, telephone, calculator, scan, copy and fax machine requiring continuous and repetitive arm, hand, and eye movement.
- The street system and geographical layout of the City of Englewood and surrounding service areas
- Basic medical terminology.
- Microsoft Office products and other relevant technologies.
- Listen, comprehend and communicate (verbally and written) clearly in English.
- Work cooperatively with citizens, co-workers, and other City and agency employees.
- Comprehend, make inferences and analyze verbal information or instructions over the phone; determine the right course of action under crisis or emergency situations.
- Exercise good moral and ethical judgment.
- Prioritize and triage multiple emergencies, often at the same time utilizing multi-tasking.

- Obtain and act on information quickly and accurately in all situations.
- Understand and follow verbal and written instructions.
- Learn job-related material through oral instruction and observation and through structured lecture and reading to effectively perform job duties.
- Understanding staffing deployment needs for various police, fire, and medical personnel and dispatch accordingly.
- Learn police, fire department and EMS organization, dispatching policies, operating procedures and policies.

AN EQUAL OPPORTUNITY / REASONABLE ACCOMODATION EMPLOYER