

HUMAN RESOURCES DEPARTMENT  
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150 WEST JEFFERSON STREET  
JOLIET, ILLINOIS 60432

## **EMPLOYMENT OPPORTUNITIES**

**POSTED:** 09/04/07 8:00 a.m.  
**EXPIRATION:** 09/28/07 4:30 p.m.  
**TITLE:** Public Safety Dispatcher I  
**SALARY:** \$29,382 - \$52,633  
**DEPARTMENT:** Police  
**DIVISION:** Technical Services

## **GENERAL PURPOSE**

This position performs entry level work in the operation of telecommunication equipment as a Trainee to become a Public Safety Dispatcher II in the Communications Center.

## **TASKS OR DUTIES: (Illustrative)**

Responds to telephone inquires and request for fire and police services;  
Prepares follow up reports and logs of all shift and activity matters handled through the Communication Center;  
Makes vehicle license checks;  
Enters data for LEADS/NCIC;  
Broadcasts LEADS data and relays criminal information to State, County and other law enforcement agencies;  
Broadcasts fire communication and relays fire-related information to the appropriate personnel;  
Broadcasts police communications;  
Monitors the burglar alarm board in the Communications Center;  
Files documents and reports;  
Operates LAN as well as CAD Terminals;  
Performs simple clerical tasks;  
Performs other related duties as required.

## **POSITION REQUIREMENTS:**

Graduation from a high school or GED equivalent;  
Provides backup to related positions  
Some knowledge of modern Public Safety Communication Systems;  
The ability to secure necessary information and to interpret the requirement to fire and police emergency situation under conditions of stress;  
The ability to speak clearly in a well modulated voice;

Good judgment;

The ability to keep records and to prepare reports from such records;

The ability to file records in the correct alphabetical or numerical order;

The ability to operate a computer, typewriter or similar keyboard mechanism;

Ability to type from rough draft or clear copy at the rate of 40 wpm;

Must successfully complete a minimum forty (40) hour Basic Telecommunications Course within one (1) year of assignment;

Must acquire and maintain LEADS certification within one (1) year of assignment;

Any equivalent combination of experience and training which provides the required knowledge, skills and ability;

Must establish residency within the Corporate City limits of Joliet within twelve (12) months from the date of hire.

\*\*\*The complete job description is available in the Human Resources Department

**THE CITY OF JOLIET IS AN EQUAL OPPORTUNITY/REASONABLE  
ACCOMMODATION EMPLOYER**

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