



Job Announcement

Communications Officer I (Call Receiver)

Opening Date: March 2, 2016
Closing Date: Open until Filled
Salary Range: \$24.42 to \$29.18 per hour
Benefits: Paid Medical, Dental, & Vision, Paid Time Off; Public Employees Retirement System (PERS); Tuition reimbursement
Work Hours: Weekdays, weekends, days, nights and holidays
Interview Date: TBD

Communications Officers are the heartbeat of Public Safety operations. Valley Communications Center is a highly regarded 911 center with state of the art systems that set the pace in the world of 911 communications. As a 911 professional at Valley Communications Center you will provide the critical link between citizens in need and a myriad of Public Safety professionals including, Police, Fire, and Medics.

Are you ready for an amazing career? Are you ready to make a difference in someone's life several times every single day? Are you ready to be part of a cohesive 911 team that sets the standard in the industry? Join our team for a steady paced, ever-changing fascinating work experience!

- Applicants must successfully complete the Dispatcher examination through Public Safety Testing (<https://www.publicsafetytesting.com/>). Thereafter, successful candidates may be contacted and scheduled for one or all of the recruitment elements including: additional skills based tests, structured interviews, polygraph test, psychological evaluation, and review and verification of credentials and criminal history.
- Upon successful completion of the Dispatcher examination, applicants should visit <http://www.valleycom.org/> to complete the job application and review the job description.
- All successfully hired candidates will begin their career as a Communications Officer I (Call Receiver) and are expected to transition into the Communications Officer II (Dispatcher) role after successful completion of probationary period, depending on operational necessity.

Basic Functions and Responsibilities

- Answers emergency and non-emergency calls for service, simultaneously enters this information into the computer using a CAD System and continues to enter updates in a timely manner.
- Calms, negotiates, advises and otherwise communicates with callers to obtain accurate and essential information necessary to establish priority and initiate a timely response to emergency calls.
- Be reliable, dependable and report for work on a consistent and predictable basis.
- Work shift work encompassing a 24-hour day, seven-day week; inclusive of odd hours, days, evenings, nights, weekends and holidays

This position is represented by the Valley Communications Center Employees Association

Valley Communications Center is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of Age; Gender; Race; Color; Creed; Religion; National Origin; Sex; Sexual Orientation including gender expression or identity; Honorably discharged Veteran or military status; the presence of any sensory, mental or physical disability. The Center provides reasonable accommodation to its employees and the public with disabilities. For more information please contact Human Resources.