

CIVIL SERVICE NOTICE OF EXAMINATION TELECOMMUNICATOR PACIFIC COUNTY SHERIFF'S OFFICE

Notice is hereby given that the Pacific County Civil Service Commission is establishing an eligibility list for Telecommunicator Classification for the Pacific County Sheriff's Office. Applications for examination will be accepted by the Civil Service Examiner until

Friday, August 19, 2016 at 4:00 pm.

Compensation for the position of Telecommunicator begins at \$3,001.00 per month, plus benefits.

Duties of Telecommunicators

- Taking incoming calls from the public.
- Evaluating and prioritizing calls for service.
- Operating multi-frequency radio equipment.
- Dispatching law enforcement, fire and emergency medical instructions.
- Providing pre-arrival and/or emergency medical instructions.
- Entering and retrieving data from law enforcement computer systems.
- Monitoring and maintaining information on location of all in-service law enforcement, fire and emergency medical units.
- Operating TDD/TTY devices.
- Operates digital tape recording devices.
- Maintains security and controls access to the jail and communications center.

Minimum Qualifications

U.S. citizen, High School diploma or G.E.D. equivalent; valid Washington State driver's license and proof of insurance; minimum of 21 years at time of appointment; typing speed of 40 wpm. Applicant must meet hiring standards and pass background screening. Record of outstanding warrants, felony and misdemeanor convictions, and history of drug use are subject to hiring standards.

Application Process

- Request application packet from Pacific County Civil Service Commission at 360-875-9334 or by email civilservice@co.pacific.wa.us. The applications may also be downloaded from the Pacific County website, www.co.pacific.wa.us
- Complete application
- Take typing test at Worksource. You must be able to type at least 40 wpm for this position.
- Submit completed application, Worksource typing certificate and a copy of your driver's license to **Pacific County Civil Service, P.O. Box 6, South Bend, WA 98586**. Applications not received by August 19, 2016 will not be accepted.
- Written Examination will be conducted on Friday, August 26, 2016 at 8:30am. Oral Board Evaluations will be conducted on Tuesday, August 30, 2016.

Additional information may be obtained by calling Chief Examiner/ Secretary Amanda Bennett at 360-875-9334 or email civilservice@co.pacific.wa.us.

Pacific County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.