

TOWN OF OLD SAYBROOK DEPARTMENT OF POLICE SERVICES

36 Lynde Street • Old Saybrook, Connecticut 06475

Michael A. Spera
Chief of Police

FULL TIME PUBLIC SAFETY DISPATCHER

MINIMUM QUALIFICATIONS:

- Over 18 Years of Age
- High School Diploma or GED
- Proficient with using computers including Microsoft Office and windows based programs
- Ability to take and follow orders
- Skilled in typing and taking hand and typewritten notes
- Strong oral and written communication skills
- Ability to multitask and work under extreme pressure in a fast paced environment
- Excellent vision (after correction) and hearing

SPECIAL QUALIFICATIONS:

- The ability to obtain and maintain various State and National Emergency Communication Certifications, including but not limited to:

National Incident Management System
State of Connecticut Telecommunicator
E-911
Emergency Medical, Police and Fire Dispatching
NCIC/COLLECT

- Must be of good moral character and successfully complete the Department's testing process, which includes, but is not limited to, written, psychomotor and oral examinations, as well as a complete background investigation and medical screening.

HOURS / COMPENSATION:

Part Time / Per Diem – Various Shifts

\$ 17.86/Hour – Training Wage

\$ 22.77/Hour – Following Certification and completion of the Department's Training Program

Uniforms Provided

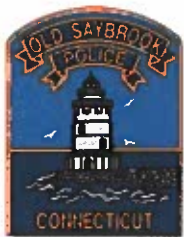
JOB DESCRIPTION SUMMARY:

Persons filling this position shall work for the Emergency Communications Division and shall be considered a Support Operations Employee of the Department of Police Services. General duties include, but are not limited to, receiving and transmitting emergency and administrative information for Public Safety and Municipal Agencies/Departments using all communication tools and technologies. Maintaining two-way radio contact with dispatched public safety personnel and the creating and keeping of accurate records. Dispatches, monitors and interacts with police, fire and medical calls in progress, and relays information to the public and members of the public safety community as required. Uses computers to input, retrieve and transmit information from State Motor Vehicle, National Crime Information System and other information sharing networks. Has high interaction with the general public through greeting them in person and receiving and managing emergency and non-emergency telephone calls and provides appropriate services and assistance as necessary. Responsible for other duties as assigned.

APPLICATION PROCEDURE:

Interested Persons must pick up an application packet at the Department of Police Services and or Download an Application Packet at www.oldsaybrookpolice.com Applicants MUST follow directions as detailed in the application packet. Application materials including a non-refundable \$35 examination fee are due no later than noon on Friday, December 7, 2018.

Posted – November 5, 2018



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Employment Application

The Town of Old Saybrook and the Department of Police Services is an Equal Opportunity Employer. State and federal law prohibits discrimination on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation or physical disability, except in cases of a bona fide occupational qualification.

Position Applying for: **Full Time Public Safety Dispatcher – 2018**

Date of Application: _____ Date Available: _____

How did you hear about the position? _____

GENERAL INSTRUCTIONS: Please respond to every question on this application form. If a question does not apply to you, write "n/a" in the blank space. If you need more space to respond to a question, please attach a separate sheet.

Last Name First Name M.I.

Address City State Zip

Home Phone Cell Phone Work Phone

Social Security Driver's License E-mail

If there is any other name by which you have been known that the Town should be aware of in order to adequately verify your identity, employment history or educational background, please provide any such name (s): _____

Are you either a United States citizen or authorized to work in the United States?

Yes _____ No _____

(Proof of United States Citizenship or authorization to work in the United States will be required upon hiring.)

EMPLOYMENT HISTORY *(Minimum 0/5 Years)*

Employer: _____

Employer's Address: _____

Employer's Telephone Number: _____

Title/Position: _____

Job Duties: _____

Supervisor's Name: _____

Dates Employed: _____

Starting Salary/Wage: _____ Ending Salary/Wage: _____

Reason for Leaving: _____

Employer:

Employer's Address: _____

Employer's Telephone Number: _____

Title/Position: _____

Job Duties: _____

Supervisor's Name: _____

Dates Employed: _____

Starting Salary/Wage: _____ Ending Salary/Wage: _____

Reason for Leaving: _____

Employer:

Employer's Address: _____

Employer's Telephone Number: _____

Title/Position: _____

Job Duties: _____

Supervisor's Name: _____

Dates Employed: _____

Starting Salary/Wage: _____ Ending Salary/Wage: _____

Reason for Leaving: _____

Employer:

Employer's Address: _____

Employer's Telephone Number: _____

Title/Position: _____

Job Duties: _____

Supervisor's Name: _____

Dates Employed: _____

Starting Salary/Wage: _____ Ending Salary/Wage: _____

Reason for Leaving: _____

Have you ever been terminated from any job? **YES / NO**

If yes, please explain the circumstances involved with your termination.

Education

Name of School	City & State	Major	Year Completed	Degree Earned
<i>High School / GED</i>				
<i>College</i>				
<i>College</i>				
<i>Other</i>				

Use the space below to provide additional information necessary to describe your full qualifications:

Please list three professional references (at least one must be current):

Name _____ Phone _____

Address _____ Years Known _____

Name _____ Phone _____

Address _____ Years Known _____

Name _____ Phone _____

Address _____ Years Known _____

Do you or have you used narcotics, marijuana, barbiturates, amphetamines, hallucinogenic, or any other illegal substance which may produce a dependency, with the exception of medication prescribed by a physician? **YES / NO**

If yes, please list what you have used including when last used.

Have you ever been arrested in any state? **YES / NO**

If yes, please explain the circumstances involved with your arrest.

Have you ever been issued a traffic infraction(s) (ticket), warning(s), or Summons in any state? **YES / NO**

If yes, please explain the circumstances involved with your traffic violation(s).

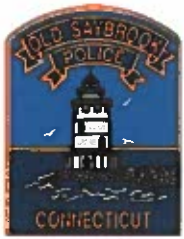
I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the responses given are true, complete, and accurate to the best of my knowledge, and are made in good faith. I understand that any misrepresentation, omission or falsification may be grounds for immediate discharge.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

I authorize all of the educators, employers and professional references listed above to furnish the Town of Old Saybrook with information regarding my education, employment history or any other matter related to my application for employment with the Town of Old Saybrook, Department of Police Services.

Signature of Applicant

Date



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Chief of Police

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DEPARTMENT OF POLICE SERVICES**

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EXAMINATION INSTRUCTIONS

**The written test will be held on
Wednesday, December 12, 2018 at 5:00 P.M.**

**The exam will be administered at the
Old Saybrook Police Department.**

**YOU MUST ARRIVE 15 Minutes
prior to the start of the exam.**

**YOU MUST BRING
photo identification.**

**Failure to take this written exam on
Wednesday, December 12, 2018 at 5:00 P.M.
will eliminate you from the hiring process.**