

CITY OF HARRISONBURG
invites applications for the position of:

911 Emergency Communicator

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$16.49 - \$27.72	\$1,319.20 - \$2,217.60	\$2,858.27 - \$4,804.80	\$34,299.20 - \$57,657.60

OPENING DATE: 08/06/19

CLOSING DATE: 09/06/19 05:00 PM

DESCRIPTION:



Do you want to give back to your community and know your job has a direct impact in the local community? Have you ever thought about applying to be a 911 Emergency Communicator? Consider applying for the Harrisonburg-Rockingham Emergency Communications Center (HRECC). We are currently accepting applications and recruiting qualified candidates for current Full-Time and Part-Time openings and will create a hiring list for future Full-Time and Part-Time openings. Become a part of the HRECC team and be the vital link between the public needing assistance and the emergency service responder in the field!

Full-time 911 Emergency Communicators have a full-time annual salary range from \$34,299 - \$57,657, and part-time 911 Emergency Communicators have an hourly range from \$16.49 - \$27.72 per hour. Based upon years and type of experience, candidates with previous emergency communications experience may be considered for a competitive offer higher than the preferred hiring rate, which is \$34,299 annually for full-time and \$16.49 hourly for part-time. Promotional opportunities and salary enhancements may be available within the first year of employment. The HRECC offers paid, on-the-job training for qualified candidates in their CALEA-accredited facility.

Full-time employees are provided a set-schedule. Part-time employees are assigned a schedule based on availability and ECC needs. Receives law enforcement, fire, EMS and other related services requests and calls. Operates radio, telephone, recording devices and computer terminals; dispatches police, fire, EMS, and other emergency service personnel where needed; receives and forwards service requests, complaints and other calls; receives and transmits messages by radio; operates telecomputer terminals; and prepares and maintains public safety computer records. Ability to speak distinctly; enter data accurately

and quickly into computer terminal; and deal courteously with the public under stressful conditions. Knowledge of the geography of the City and County preferred.

MINIMUM QUALIFICATIONS:

Minimum Requirements:

- Any combination of education and experience equivalent to graduation from high school.
- Valid driver's license valid in the Commonwealth of Virginia.

Automatic Disqualifiers for Employment at the HRECC per State Regulations*:

- Felony conviction;
- Serious misdemeanor conviction; and
- Conviction within the past three years - excluding traffic-related offenses.

**Please note that the list above is not all inclusive and is subject to the State Regulations, as amended.*

Special Requirements: Successful applicants for this position will be subject to a Division of Motor Vehicles (DMV) license and driving history query and must complete a satisfactory credit history, criminal check, background investigation, psychological, medical and drug testing. ECC employees are also subject to random drug/alcohol screenings.

Physical Requirements: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires sitting for long periods, reaching, fingering, grasping, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SUPPLEMENTAL INFORMATION:

Application Deadline: All candidates must complete a City of Harrisonburg online employment application by 5:00 pm EST on Friday, September 6, 2019 in order to be considered for this recruitment process. There is one additional form (the Personal History Statement) required for consideration for the HRECC 911 Emergency Communicator position. The Public Safety Personal History Statement must be completed and received in the Human Resources Department by 5:00pm EST on Monday, September 16, 2019.

If you have applied for this position previously, please be advised that we have recently updated the HRECC Personal History Statement. The new version is significantly shorter and should take applicants less time to complete. Due to this, please do not complete the Personal History Statement until after you receive it via email. Applicants will receive additional information regarding the Personal History Statement upon an initial review of their application and more information regarding the testing procedures prior to the test date.

The City provides an excellent full-time employee benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg & the HRECC are Equal Opportunity Employers.

Interested in Learning More Information about the HRECC or **Ready to Apply?**

Visit our website at <http://hrecc.org/employment/>

and

Check out our Facebook page at <https://www.facebook.com/HarrisonburgRockinghamECC/>