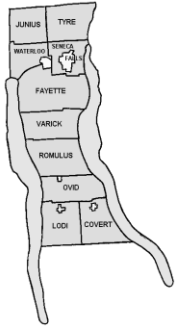


SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



DISPATCHER

\$14.58 Part Time no benefits

\$15.88 Full Time with benefits

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

DISTINGUISHING FEATURES OF THE CLASS:

This is routine dispatch work involving responsibility for the operation of Seneca County radio and telephone equipment. The work is performed under the general supervision of an E-911 Supervisor. Supervision of others is not normally a responsibility of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency or comparable diploma.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

- Receives messages via multiple telephone lines, radio or in person, for transmission to appropriate department(s) and records all data on incoming complaints into computerized data base;
- Maintains an open line of communication with callers during all "in progress" calls (suicidal subjects, domestic violence, hostage situations, medical emergencies);
- Prioritizes all emergency and non-emergency requests for assistance and disseminates the information or dispatches the appropriate agency by radio, telephone, or in person;
- Utilizes the Emergency Medical Dispatch (EMD) procedures (i.e. pre-arrival instruction via telephone) for heart attacks, strokes, CPR, childbirth, mass casualty incidents, hazardous material spills, bomb/terrorist threats, etc.
- Monitors and dispatches all incoming alarm systems (Link to Life, Senior Caller Computer, County Office Building egress alarms, and County Court House alarms);
- Monitors fire, civil defense, and State police communications on radio scanner;
- Monitors, interprets, and disseminates data from the Weather Satellite System and Counter Terrorism notifications;
- Maintains FCC log of all phone and radio calls;
- Receives and transmits confidential files, criminal files and V&T files via the NYS Police Information Network;
- Keeps record of location and status of all cars and personnel during assigned shifts;
- Periodically checks correct operation of radio and telephone equipment to insure continuity of service;
- Prepares reports as required.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Applications Accepted Up To:
June 30, 2019
or until positions are filled

Qualified applicants will be asked to complete a typing performance test prior to interview.

The test will be administered on a conventional personal computer (PC). You will be using a conventional PC keyboard, but you will not be using a mouse.

SUBJECT: The performance test consists of three parts, each preceded by a separate practice session. It will test your ability to enter the kinds of information that dispatchers and related personnel must process for fire, police, and emergency medical services. You will not need any specific information prior to the test; rather, complete on-screen instructions will tell you all that you need to know in order to take the test. In order to pass, you must enter the data at a rate of at least 6,000 keystrokes per hour (which is equal to typing approximately 20 words per minute), with an accuracy rate of at least 97.5%.

Posting Date: May 23, 2019