



Sarah Tyson
Human Resources Director

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RECRUITMENT ANNOUNCEMENT

POSITION: Telecommunicator I – Communications Department

GRADE: 54 (WORK AGAINST) **OR** 55

BEGINNING SALARY: \$31,543.85-\$32,746.80 (Grade 54) **OR** \$33,477.93-\$34,759.51 (Grade 55)

LOCATION OF POSITION: Currituck County Communications Department, 147 Courthouse Road, Currituck, North Carolina 27929.

MINIMUM EDUCATION AND EXPERIENCE: High school diploma. **Experience Preferred.** Possession of a valid NC Division of Criminal Information Network Certification or the ability to obtain one within 120 days of indoctrination. Must pass computerized aptitude testing with a passing score of 85% as part of prescreening process. Within 12 months of employment must successfully complete and maintain the following: The NC Sheriffs' Education and Training Standards Commission Telecommunicator Officer Course; CPR and IAED EMD Certification. As directed by the Communications Supervisor, must complete ICS training including but not limited to IS-100, 200, 300, 400, 700 and 800. Must be a US citizen and 21 years of age. Must possess valid North Carolina Driver License. Must maintain continuous home and/or personal cell telephone service and possess reliable transportation.

JOB DESCRIPTION: Performs skilled dispatching work in the Communications Center **which involves various rotating shifts.** Operates a telephone, two-way radio and other communications equipment in answering requests for fire, law enforcement, EMS or related assistance. Works on rotating or fixed shift and is expected to handle all assignments in an independent manner. Judgment and discretion is needed in handling all routine and emergency situations. Must remain alert throughout a shift. Must be able to see and use all related communications equipment, computer monitors, telephones and radios including hand and foot pedals, TTY's, copiers, fax machines, etc. Requires the ability to exert up to 25 pounds of force occasionally and a negligible amount of force frequently. Must be able to sit or stand for extended periods of time with limited range of mobility. Must have the ability to read and discern visual images on a variety of media using normal eyesight or corrective lenses. Corrected vision should be at least 20/30 in each eye. Must have the ability to distinguish between colors on a color coded computer screen in order to perform essential job tasks. Must have the ability to hear and understand sound sources coming through a communications headset and or standard telephone receiver, including the ability to hear and understand other sound sources while wearing a headset. In order to perform the essential job tasks, must be able to hear and differentiate speech transmissions at various intensity levels.

SPECIAL JOB REQUIREMENT: Certified county-wide records check from each jurisdiction where the applicant has resided for the last 10 years and the jurisdiction where the applicant attended high school. Applicants who are hired are subject to an employment contract whereas they agree to repay the County for training expenses if the applicant terminates employment within the first two years. **Typing test required: minimum of net 45 wpm** administered by the North Carolina Department of Commerce or by Currituck County Human Resources and typing test **MUST** be submitted with application. Employment drug test, criminal background check and driver's history screen required of finalist applicant(s).

RECRUITMENT PERIOD: Open until filled. Recruitment post date is January 23, 2017.

HOW TO APPLY: Currituck County application required which may be accessed at www.currituckgovernment.com, Currituck County Human Resources Department or North Carolina Department of Commerce, 422 McArthur Street, Elizabeth City, North Carolina.

WHERE TO APPLY: Currituck County Human Resources Office **or** North Carolina Department of Commerce
153 Courthouse Road 422 McArthur Street
Currituck, North Carolina 27929 Elizabeth City, North Carolina 27909
www.currituckgovernment.com Job Referral # NC 10641350

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