

## JOB POSTING

<b>Title</b>	<b>Communication Technician (2 Full Time Positions Available)</b>
<b>Location</b>	<b>911 Communications Center</b>
<b>Supervisor</b>	Supervisor, 911
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Associates degree preferred and/ or equivalent combination of year for year communication/public safety/criminal justice experience, education, and training.</li> <li>• Possession of and/or ability to obtain and retain CPR, EMD, IDACS, NCIC, and 40 hours of APCO Basic Telecommunication Certifications.</li> <li>• Ability to comply with all department hiring requirements, including passage of a drug test and written exam.</li> <li>• Working knowledge of local geographical area and ability to read maps, use emergency code terminology, and quickly, clearly and calmly respond during stressful situations.</li> <li>• Working knowledge of standard English grammar, and ability to prepare/complete all required reports within department deadlines and perform arithmetic calculations quickly and accurately.</li> <li>• Working knowledge of radio frequencies, codes, procedures, and limitations and ability to speak clearly and distinctly, hear and be understood when communicating in person, by radio, or by telephone.</li> <li>• Ability to properly operate standard Department equipment, such as CAD and IDAC/NCIC computer, radio, 911 phone systems, headset, and recorder playback.</li> <li>• Ability to deal swiftly, rationally, and decisively with potentially verbally abusive, incoherent, and/or hysterical individuals in precarious situations, and take authoritative action applying appropriate discretion and common sense.</li> <li>• Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.</li> <li>• Ability to regularly work irregular, weekend, and/or evening hours, and occasionally travel out of town for training, sometimes overnight.</li> <li>• Ability to respond to emergencies on 24-hour basis from off-duty status.</li> </ul> <p><i>See Job Description for complete list of qualifications.</i></p>
<b>Responsibilities</b>	Responsible for receiving, prioritizing, and processing 911 calls and performing dispatch activities.
<b>Salary</b>	TBD
<b>Apply</b>	<p>Send or drop off completed applications to:</p> <p>Delaware County  Human Resources Department  100 W. Main St., Room 300  Muncie, IN 47305</p>
<b>Application Deadline</b>	Open