

CITY OF EVANSVILLE
Personnel Department

VACANCY ANNOUNCEMENT

[Applications are available](#) on-line at the [Evansville City Website](#).

July 14, 2008

JOB NO.: UN-08-011 CLOSING DATE: July 25, 2008
POSITION: Telecommunicator RATE: \$15.80 - \$18.59 per hour
DEPARTMENT: Central Dispatch FULL TIME (all shifts)
[Evansville City/Vanderburgh County Central Dispatch 9-1-1](#)
<http://evansville.gov/index.aspx?page=130>

DUTIES: Receives emergency 911 calls, general information calls, and radio requests for police, fire and ambulance service; prioritizes complaints and dispatches appropriate agencies and equipment; data entry and records maintenance. Acts promptly in emergencies and under pressure; maintain composure at all times. Works any shift, overtime, weekends and holidays as required. Performs other duties as assigned and assists other employees as required.

QUALIFICATIONS: High school graduate or equivalent preferred; will consider applicants without diploma based upon experience demonstrating required abilities and skills; must be able to type 30 wpm with a 90% accuracy rate; must pass a security investigation; must be certified for IDACS/NCIC within six (6) months and must maintain certification. Must have either one (1) year of experience in public safety dispatching, one (1) year data entry or other computer related function or one (1) year telephone operator experience.

Pursuant to Federal Regulations 51.55(e) and (k)(6), the City of Evansville does not discriminate on the basis of handicapped status in admission to or access to, or treatment of employment in its programs and activities.

AN EQUAL OPPORTUNITY EMPLOYER