



Town of Mooresville

Police Department

JOB ANNOUNCEMENT

Part-time Police Telecommunicator
\$15.68/hour

Description:

An employee in this position receives routine and emergency, police and utility calls; dispatches proper personnel for assistance; and maintains contact with police units during patrol. Assists the public with directions and general information. Work involves frequent public contact which requires tact, firmness and decisiveness in obtaining necessary information from people who are under extreme stress. Must have considerable knowledge of the operation of a police communications system and related Federal Communications Commission regulations and considerable knowledge of the geographic layout of the Town, and the locations of streets, important buildings, and other landmarks.

Minimum Requirements:

High School Diploma or GED and some related communications, dispatching or reception work experience. Possession of DCI Module 1 certification by the State of North Carolina required; or ability to obtain DCI certification by the State of North Carolina within six months of hire. Possession of DCI Module 2 and 3 certifications by the State of North Carolina a plus. Experience with Computer Aided Dispatch (CAD) required; familiarly with SunGard-Ossi CAD system a plus.

Dates/Hours Needed:

This is an intermittent position with day and night hours as needed.

How to Apply:

Applications will be accepted on-line at www.ci.mooresville.nc.us/191/Employment-Opportunities. Resumes will NOT be accepted in lieu of a Town of Mooresville application. Position will be opened until filled.

Benefits:

This is an intermittent position with no benefits.

Department of Human Resources

P.O. Box 878

Mooresville, NC 28115

Phone: 704-799-4070

www.ci.mooresville.nc.us