

In an effort to keep our job announcements consistent and organized for candidates, we have developed a template for job announcements on PoliceApp.com. Please follow the below template to organize the information related to your job announcement. If any sections do not apply to your job posting, feel free to leave them blank.

City of Brigantine, NJ. Part-Time Tele-Communicator



THE CITY OF BRIGANTINE IS NOW ACCEPTING APPLICATIONS FOR Part-Time Tele-Communicator

The City of Brigantine is currently accepting applicants for the position of **Part-Time Tele-Communicator**. The successful candidate is a highly motivated, well-organized, self-directed professional who embraces new challenges, collaborates well with team members, accepts responsibility, and exhibits excellent oral and written communication skills. In the past, successful **Part-Time Tele-Communicators** have been hired, and promoted to Full-Time Tele-Communicators, when the position was available. The appointment as a Part-Time Telecommunicator does not guarantee the appointment as a full-time telecommunicator.

GENERAL DUTIES

- **Receives telephone or other electronic requests for emergency assistance. Determines the nature of the call and may transfer the caller to the appropriate PSAP upon determining the nature of the call.**
- **Obtains, verifies, and records the location of the emergency, the name of the caller, the nature, severity, and status of the emergency, and obtains any other appropriate information needed to secure a full assessment of the circumstances. Operates automatic number identification (ANI), automatic location information (ALI), telecommunications devices for the deaf (TTY/TDD), or other electronic devices to obtain and verify required data; may be required to access foreign language interpreter service for non-English speaking callers.**
- **Maintains a reassuring and calming manner with callers to obtain required information; persuades emergency callers to stay on the line.**
- **In response to medical emergencies, provide first aid or CPR instruction to stabilize the medical condition of persons until the arrival of professional medical assistance. In non-medical emergencies, provides precautionary instructions and advice to help assure the personal safety of persons and/or to minimize the loss of property, pending the arrival of fire, police, or other assistance. Refers to non-emergency situations to other appropriate public or private agencies and may dispatch non-emergency personnel or equipment. Relays information or instructions to field units via radio or mobile data terminal.**
- **Utilizes video display terminal or computer-oriented or radio equipment to receive, monitor, record, summarize, and/or transmit data relating to the emergency. Determines the appropriate type of agency(ies) to respond to a specific emergency or call for assistance. Utilizes radio, telephone, computerized, or other electronic equipment to dispatch specific law enforcement, fire, or medical assistance units to the scene of an emergency based on pre-established response plans and seeks guidance from supervisory personnel when circumstances warrant significant deviation from pre-established response plans. May assist in locating or contacting individuals needed to staff the response.**
- **Maintains and facilitates communication with responding units by receiving and relaying information, including confidential information, to authorized personnel. Detects and takes alternative/corrective action when communication system or program errors occur and reports malfunctions in accordance with established procedures. Maintains a constant update on the status of emergency units in the field and on-call personnel. Answers questions about the application of regulations or policies.**
- **Activates emergency alert systems, such as bells, sirens, beepers, and tone-activated devices. Public Safety Telecommunicators may inspect fire alarm and circuit indicator panels to ascertain whether they are functioning properly. Assists in the training of trainees. Prepares reports and statistical data. Inspects and makes minor adjustments or very minor repairs to communications and related equipment. Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.**

SALARY

- **Part-Time telecommunicators begin as first-year employees with an hourly rate of \$18-\$20/hour that is set by the employer. The Part-Time Dispatcher position's hourly rate shall be increased by \$.50 for each additional year thereafter up to the maximum hourly rate established in this ordinance (Ord. #8 of 2023). Part-Time Dispatchers shall be entitled to be paid at the rate of one and one-half times their regular hourly rate (1 ½) for all hours worked on a Premium Holiday. Part-Time Dispatchers who maintain a current NJ or National Registry EMT Certification shall be entitled to an annual stipend of seven hundred fifty dollars (\$750).**

ABOUT THE CITY OF BRIGANTINE

- **The City of Brigantine is an island located north of Atlantic City in Atlantic County, NJ. The population in the winter hovers around 9500 full-time residents with that number increasing to well over 30,000 residents in the summer.**

- The police department is staffed with 35 full-time police officers, eight (8) full-time telecommunicators, and a contingent of part-time special officers and part-time telecommunicators. The city also has a full-time Fire/EMS department that is staffed by 34 full-time Firefighter/EMTs, a full-time Public Works department, and a seasonal beach patrol department.
- The call volume in the winter season is drastically lower than in the summer.
- The respective departments cover approximately five miles of beachfront from the State of New Jersey wildlife management area to the south end of Cove Beach.

MINIMUM QUALIFICATIONS

Applicants must possess the following minimum qualifications:

- Resident of the State of New Jersey prior to appointment;
- Legally allowed to work in the United States;
- Valid NJ Driver's License
- 18 years of age;
- High School graduate or GED;
- Must possess good moral character and a strong work ethic;
- Must be in good mental and physical health;
- Possess a certified 911, EMD, and CPR certification prior to employment
- Read and Write the English language proficiently.

HIRING PROCESS

- Application submission through Police App. (applicants must ALSO submit a City of Brigantine employment application available at: <https://brigantinebeach.org/wp-content/uploads/Employment-Application.pdf> or from Brigantine City Hall.
- Oral Interview
- Drug Test
- Comprehensive Background Investigation

HOW TO APPLY

Police App

Any questions may be directed to Sergeant Richard DeLeon rdeleon@brigantinebeachnj.com or at 609-266-7600 ext. 284

