

Working Conditions and Job Hazards:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk. The employee is frequently required to use hands to finger, handle or feel objects, keyboards or controls, and to reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level is usually moderate.

Specifications/Qualifications:

- A. Education and training: High school graduate or equivalent with working knowledge of Maine State Statutes.
- B. Successfully complete a state and national criminal history check including fingerprinting.
- C. Successfully complete a medical and polygraph examination.
- D. The ability to complete required Terminal Certification training within one year of employment.
- E. The ability to complete required Emergency Medical Dispatch certification training within one year of employment.
- F. The ability to complete required E9-1-1 Operator Certification training within one year of employment.
- G. The ability to complete other training required to perform responsibilities of this Communications Center; classroom, OJT, etc.
- H. Possess computer and keyboard skills, as well as familiarity with office procedures and operation of communication center equipment.
- I. Significant interpersonal and communications skills, oral and written, used through a variety of mediums including radio, teletype and computers.
- J. The ability to work independently as well as a team member, working diplomatically and effectively with the public and under adversely stressful situations with strict attention to detail.
- K. The ability to establish and maintain in a professional rapport with employees.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.