

Job Overview

Department: Avon Police Department

Job Title: **Certified Communication Dispatchers**

Work Hours: Full-Time (40 hours/week) and Part-Time (Hours as needed)

Salary: \$29.4588/hour. Sick leave is provided consistent with State of Connecticut Regulations, but there are no other benefits associated with this position.

Closing Date: 4:45 p.m. on Tuesday, July 9, 2019

Employment Application: www.avonct.gov (under job opportunities)

Send Completed Application To: Denise Dwyer
Personnel Administrator
60 West Main Street
Avon, CT 06001

Town of Avon

Full-Time and Part-Time Certified Communication Dispatchers

The Town of Avon is seeking to fill the position of part-time Certified Communications Dispatcher.

Duties: See full job description posted at www.avonct.gov (under job opportunities).

Minimum Requirements: The skills and knowledge required would generally be acquired with graduation from high school, and State of Connecticut Telecommunication Certification is required.

Licenses and Certification: State of Connecticut Telecommunication Certification is required. Certification as a Medical Response Technician (MRT) or Emergency Medical Technician (EMT) is desirable.

Candidates must have working knowledge of radio, computer and related communication equipment. Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form. Ability to communicate clearly and effectively under emergency conditions. Ability to record information and transmit received information accurately. Ability to acquire working knowledge of Avon police, fire and medical emergency policies and procedures. Must have working knowledge of emergency medical terms. First-aid or emergency medical training desirable. Continuing ability to prioritize emergency calls within general department guidelines. Knowledge of motor vehicle records system. Ability to type accurately. Ability to operate automated information system. Physical and emotional stability to work under stressful conditions.

Additional Requirements: Candidate must successfully pass an oral interview, a Pre-Employment Drug Screening and a Background Investigation.