

# NOTICE OF VACANCY

**DEPARTMENT:** Emergency Services  
**TITLE:** Public Safety Telecommunicator  
**SALARY (GRADE):** \$36,524 (23D) Plus Excellent Benefits

**THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class acquires or elicits information from multiple sources requiring the assistance of police, fire, emergency medical services, or associated public service providers in emergency and non-emergency situations. The information is analyzed, classified, and summarized for dispatch or referral. The information is then transmitted, relayed, or disseminated to the field units or other supporting resources.

The incumbent operates a variety of communications equipment, including computer-based radio and telephone equipment and computer terminals to acquire, relay and dispatch emergency personnel and equipment, as well as inquire, enter, and maintain public safety related databases. An employee in this class will be familiar with and fully functional at each operational position of the communications center.

An employee in this class exercises independent judgment, alertness, and responsiveness within the parameters of established operating policies, procedures and guidelines which aid in reacting to incidents which may involve danger to life and/or damage to property. The work is performed under the general supervision of a Senior Public Safety Telecommunicator, Supervising Public Safety Telecommunicator, Radio Dispatch Supervisor, or other authorized personnel.

Areas of assignment may include: answering telephone requests for emergency and non-emergency calls for service from the public and associated public service providers; the dispatching of police, fire/rescue, EMS and public service provider personnel and equipment to emergency and non-emergency incidents; database inquiries, entries, and maintenance; training; and public relations events.

The job involves an unusual working environment. There can be sudden changes in work activity. High stress conditions may exist when dealing with life and death situations. The ability to remain calm in emergency situations, and the ability to be polite, especially when dealing with angry and abusive people, is needed. Employees are required to work shifts which cover both day and night hours, weekends, and holidays. Employees in this class may be required to assist with training, development, and evaluation of new personnel. The job also requires employees to always maintain a clean and tidy work environment, thus promoting a clean, safe, and healthy workplace. Supervision of subordinate employees is not exercised in this class. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application.

Graduation from high school or possession of a high school equivalency diploma

**SPECIAL REQUIREMENT:** Candidates must pass both visual and hearing acuity tests as prescribed by the Oneida County Department of Personnel. Candidates must meet the standards of both the visual and hearing acuity tests to be eligible for appointment.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** Until positions are filled.

**\*\*Oneida County is an equal opportunity employer\*\***