



Town of Mooresville

Recruitment Announcement

June 24, 2011

Position: **Police Telecommunicator (Part-time Temporary)**
2 positions available

Department: **Police Department**

Salary Range: **\$14.40/hour**

Application Deadline: **July 8, 2011**

Description:

Receives routine and emergency, utility, fire and police 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:

Graduation from high school and some related communications, dispatching or reception work experience preferred; or an equivalent combination of experience and training.

Hours:

This is a part-time temporary position – Day or night hours as needed.

Other Information:

Possession of DCI certifications by the State of North Carolina required. Familiar with Sundguard-OSSI CAD system desired.

How to Apply:

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: www.ci.mooresville.nc.us. Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

Benefits:

This is a part-time temporary position with no additional benefits.

An Equal Opportunity Employer