



# *Town of Mooresville*

## *Recruitment Announcement*

*November 13, 2009*

Position: **Police Telecommunicator**

Department: **Police Department**

Salary Range: **\$29,954 - \$46,846**

Application Deadline: **November 20, 2009**

**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:**

40 hours/week – Hours vary – Must be able to work week-ends and holidays

**Other Information:**

Ability to obtain DCI certifications by the State of North Carolina. Familiar with Sundguard-OSSI CAD system a plus.

**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](http://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:**

Paid Leave; 11-12 paid holidays; excellent medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending accounts; direct deposit.

An Equal Opportunity Employer