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| Job Title: | Part-time Telecommunicator | Job Category: | Dispatch |
| Department/Group: | Vermilion Valley | Job Code/ Req#: |  |
| Location: | Pontiac, Illinois | Travel Required: |  |
| Starting Pay: | $18.26/hr | Position Type: | Part time |
| HR Contact: | Randy Wittenberg | Effective: | 01/01/2023 |
| Will Train Applicant(s): |  | Posting Expires: |  |

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| Applications Accepted By: |  |
| **Fax or Email:** 815-844-7399  911@vcom911.com | **Mail:** VCOM  844 W. Lincoln St., Suite B  Pontiac, IL 61764 |

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| Job Description |
| Job description and details: To answer all incoming emergency and non-emergency calls as instructed with speed and accuracy. To obtain all correct, necessary information from the callers in a prompt efficient manor while staying calm and reassuring with difficult or upset callers. Treating all callers with tact and professionalism. To dispatch correct agencies with speed and accuracy following proper radio etiquette according to policy. Once certified, process all LEADS/NCIC paperwork as directed by the court or police agency including but not limited to warrants, OP’s, stolen articles and missing people. duties  1. Answer calls for service and dispatch - 6 police, 15 fire, and 4 EMS agencies. 2. Will become certified in EMD, FSD, LED, and T-CPR with in the first three months of employment followed by EMD licensure with the State of Illinois. 3. Enter all call information in CAD (Computer Aided Dispatch - Spillman) Software promptly and accurately including additional comments from units once they arrive on-scene. 4. EMD (Emergency Medical Dispatch) protocols will be utilized on all calls when prompted by CAD / EMD software. 5. Radio paging / transmitting vital information to emergency responders 6. Follow all policies and procedures as written in the Standard Operating Procedure Manual. 7. Report any issues to your shift supervisor  Compensation Part-time Telecommunicator starting pay is $18.26 per hour with yearly percentage raises based off the full-time union contract. Part-time Telecommunicators will be scheduled an average of 20-30 hours per week dependent on demand and availability. Opportunity to advance to full time Telecommunicator as vacancies arise. Job qualifications  1. 18 years of age 2. High school diploma or GED 3. Valid, current Illinois driver’s license, safe driving record 4. No felony convictions 5. Must pass Pre-Employment Psychological Evaluation and physical including hearing test |

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| Reviewed By: | Name | Date: | Date |
| Approved By: | Name | Date: | Date |
| Last Updated By: | Name | Date/Time: | Date/Time |