CITY OF NORTH MIAMI
EMPLOYMENT ANNOUNCEMENT

OPEN COMPETITIVE CS-1375	**POLICE COMMUNICATIONS OPERATOR (730)** **(Police Dispatcher)** Minimum **$16.46** – Maximum **$24.50 hr.** **(Recruitment # 00118)**	**OPEN COMPETITIVE CS-1375**

Applications for this position will be accepted until Friday, August 9, 2013. at 4:45 P.M.

Date of Written Exam: To be scheduled. **You must check your email**. Applicants who meet the minimum qualifications will receive an email as to the date, time and location of test.

You must provide an email address. Emails can be set up at your local public library. If no email address is provided, you will not be notified of your status and not considered for the position.

Typing Exam: Date, time and location will be emailed to applicants who qualify on the written exam.

GENERAL STATEMENT OF DUTIES:

An employee in this class will be trained to monitor and operate computerized police communication equipment to receive, screen and relay requests for police services from the community and other agencies to police personnel in the field. This position is responsible for ensuring messages are received and entered in a computer in an accurate and timely manner in accordance with FCIC/NCIC procedures and insure information transmitted is accurate and released only to authorized personnel. Work includes call taking; radio dispatching, maintaining computerized records and files to facilitate police operations; performing criminal history, driver's license and vehicle tag checks via computer; and providing reliable information to the public, police personnel and other agencies. Must be able to handle multiple tasks effectively; and at the same time clearly and concisely communicate with the public, other agencies and co-workers via telephone and radio; and react quickly to calls for emergency assistance and process them calmly and correctly.

REQUIREMENTS:

1. High school diploma or GED **(proof required at time of application), plus** some clerical and telephone experience, preferably in a police department
2. Must type 30 net words per minute on a computer keyboard
3. Must work flexible hours and rotating shifts, including morning, afternoon, and midnight shifts and holidays

Residency- Those candidates claiming North Miami residence preference points **must present proof at the time of application**.

NOTE: Must be fluent in English both, verbal and written. Preference will be given to candidates with additional verbal communication skills in Creole, French and/or Spanish.

Experience dealing with the public and computer data entry, clerical and telephone experience preferably in a police department is desired.

EXAMINATION:

Written examination – general knowledge and ability Weight - 100%

Sections:
- Oral Directions Test
- Clerical Skills
- Public Relations Skills
- Interpretation of oral and written materials

Those applicants who qualify on the written examination with a qualifying score of 70 or higher will be placed on the Eligible List for this position.

Those candidates who achieve the highest position on the Eligible List will be scheduled by email for a typing test and a performance test. Qualified applicants will then be scheduled for an Oral Panel interview.

Revised 8/07/2013

Current North Miami Employees must complete application with all work experience relevant to position applying for. In addition, copies of all documents requested must be submitted at time of application. Only information provided at time of application will be reviewed for eligibility. Personnel Administration will not review employee's personnel file or consider personal knowledge of applicant when determining eligibility.

Candidates must pass a background investigation and medical examination prior to employment. Per Federal law, we hire only U.S. citizens or lawfully authorized aliens who provide proof of their identity and employment eligibility.

VETERAN'S PREFERENCE will be given to eligible veterans and spouses of veterans as outlined in Florida Administrative Code 55A-7, Florida Statutes, Chapter 295 & Chapter 2003-42 Laws of Florida. Candidates claiming veteran's preference must present original or certified copy of DD214 and proof of disability dated within the last twelve (12) months (if applicable) at time of application.

REASONABLE ACCOMMODATION: Personnel Administration will make efforts to reasonably accommodate persons in the examination process. Please advise of special needs in advance by calling (305) 895-9866. The hearing impaired may call (305) 893-7936 (TTY line) for information.

APPLY IN PERSON: Personnel Administration, City Hall, 776 N.E. 125 Street, 8:00 am to 4:45 pm Monday through Friday. Applications available on the City website (www.northmiamifl.gov)

THE CITY OF NORTH MIAMI MAINTAINS AN ALCOHOL AND DRUG FREE WORKPLACE AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, NATIONAL OR ETHNIC ORIGIN, AGE OR DISABILITY.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.