



PRINCE GEORGE'S COUNTY GOVERNMENT

Department of Human Resources
1400 McCormick Drive, Suite 351
Largo, MD 20774

<http://www.goprincegeorgescounty.com/Employment/index.asp>

**INVITES APPLICATIONS FOR THE POSITION OF:
EMERGENCY DISPATCHER I - 10-004-23-MW**

An Equal Opportunity Employer

SALARY

\$35,463.00 - \$78,595.00 Annually

OPENING DATE: 01/04/10

CLOSING DATE: 12/30/10

THE POSITION

The Office of Human Resources Management is seeking to establish a register of eligibles to fill current and future Emergency Dispatcher I/II positions, grade P16/P18, in Public Safety Communications (PSC), Office of Homeland Security.

Incumbents at this level are involved in all aspects of operations to dispatch appropriate personnel/units based on data from the Computer Aided Dispatch system. Incumbents maintain the status of all personnel/units assigned to their channel of operations. Incumbents work under the general supervision of a designated supervisor. Incumbents in these positions receive shift differential pay in addition to the base salary.

EXAMPLES OF WORK

Receives emergency and non-emergency calls for Police, Sheriff, Fire/EMS rescue services; enters accurate and pertinent information into the Computer Aided Dispatch system; maintains status on all personnel units assigned to the channels; responds to public safety personnel requests for information; and performs other related assignments as directed.

MINIMUM QUALIFICATIONS

High School graduate or G.E.D. certificate plus one (1) year of dispatching experience in a public safety or emergency medical services environment; or an equivalent combination of related training, education and experience; or an incumbent Emergency Dispatch Aide with six (6) months experience within Public Safety Communications. New applicants must pass a Computerized Emergency Dispatcher & Call Taker (Dispatch Aide) Pre-Employment Test. EACH APPLICANT MUST INCLUDE INFORMATION WHICH CLEARLY DEMONSTRATES THE ABOVE QUALIFICATIONS FOR THIS POSITION.

ADDITIONAL INFORMATION DESIRABLE QUALIFICATIONS:

Proficient with Window Applications/Software (e.g. Windows 2003, XP etc.)

TESTING INFORMATION: Applicants who meet the education and experience requirements stated above will be notified of the date, time and location of the computerized dispatch test.

CONDITIONS OF EMPLOYMENT:

1. MUST BE ABLE TO WORK ROTATING SHIFTS. [Two 12- Hour Days - Break (24 hours) - Two 12-Hour Nights - Break (4 days)] shifts subject to change.
2. CPR/EMD Certified within a year of employment. Training is arranged and funded by Public Safety Communications (PSC).
3. PSC employees are considered as ESSENTIAL. Employees are required to work during emergency situations (e.g. inclement weather, natural and man-made disasters, etc.)
4. Must pass a background investigation completed by Prince George's County, Public Safety Investigations.

DURATION OF ELIGIBILITY:

Eligible applicants will be selected from a continuous register of eligibles. Candidates may be considered for up to six (6) months from the date of testing.

ELIGIBILITY TO WORK:

Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Applicants who are selected for employment will be required to show and verify authorization to work in the United States.

CLOSING DATE:

All completed applications (walk-in, postal mail and courier mail, online) MUST be received in the Office Of Human Resources Management (OHRM) by 5:00 p.m., on December 30, 2010.

THE PRINCE GEORGE'S COUNTY GOVERNMENT
OFFICE OF HUMAN RESOURCES MANAGEMENT
1400 McCormick Drive, Suite 159, Largo, MD 20774
Internet Address: www.princegeorgescountymd.gov

Please apply online.

UNSIGNED APPLICATIONS THAT ARE MAILED IN OR HAND-DELIVERED
WILL NOT BE CONSIDERED

Prince George's County Government is an Equal Opportunity/Affirmative Action Employer
Committed to Diversity in the Workplace

<http://www.goprincegeorgescounty.com/Employment/index.asp>

OR

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