

Welcome to the City of Chicago CAREERS site. You are not signed in.
| My Account Options

My Job Cart | Sign In

Job Search

My Jobpage

Basic Search|

Advanced Search |

Jobs Matching My Profile |

All Jobs

Job 1 out of 6 Previous **Page 1** Page 2 Page 3 Page 4 Page 5 Next

Apply Online

Add to My Job Cart

Job Description

POLICE COMMUNICATIONS OPERATOR II

Job Number: 185343

Description

POLICE COMMUNICATIONS OPERATOR II
185343

Send this job to a friend

Send this job description to a friend by email. All the relevant details will be included in the message.

Send this job to a friend

BID/JOB ANNOUNCEMENT

These positions are open to the general public and to all current city employees covered under the terms of the City's collective bargaining agreement with THE PUBLIC SAFETY EMPLOYEES UNION - S.E.I.U., LOCAL 73 AND I.B.E.W. LOCAL 21 (BARGAINING UNIT 02).

IF YOU ARE A CURRENT CITY EMPLOYEE AND WANT TO EXERCISE YOUR CONTRACTUAL RIGHTS TO BID, YOU MUST APPLY ON THE BID ONLY SITE AT:

www.cityofchicago.org/CAREERS

(Once the website opens, go to the left hand side bar under "I Want To..." and click on the link titled "Apply For." A new webpage will appear. Scroll down and click on the link titled "Bid Job Opportunities." A new webpage will appear. Click on the button titled "Get Started Online.")

IN ADDITION, YOU MUST CHECK THE BOX ON THE CAREERS APPLICATION TITLED "ALREADY EMPLOYED BY THIS COMPANY", CORRECTLY ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT. YOUR EMPLOYEE ID CAN BE FOUND ON THE UPPER LEFT-HAND CORNER OF THE PAY CHECK STUB.

FAILURE TO CHECK THE "ALREADY EMPLOYED BY THIS COMPANY" BOX, ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT WILL RESULT IN A REJECTED BID APPLICATION.

OFFICE OF EMERGENCY MANAGEMENT AND COMMUNICATIONS

Number of Positions: 3

Duties: Dispatches field units to reported incidents of crime or emergencies requiring police services; prioritizes events to manage police resources optimally and without risking public safety. Uses a computer-aided dispatch system with interactive mapping capabilities to enter dispatch information. Operates radio, telephone and computer console equipment to dispatch or broadcast assignments. Receives information and requests for additional personnel or equipment from field units. Informs field units of potential threats, risk and hazards such as involvement of weapons, hazardous materials, or violent subjects. Dispatches police technicians, specialists and investigators to incident locations. Monitors the status of dispatched assignments. Receives information requests from field units and relays information to supervising personnel. Requests repair services for malfunctioning communications devices. Performs related duties as required.

Location: Office of Emergency Management and Communications

Address: 1411 West Madison

Days Off: Rotating Days Off

Watch/Shifts: Various (1st, 2nd & 3rd Watch)

Hours: 10:00 p.m. - 6:00 a.m.; 6:00 a.m. - 2:00 p.m.; 2:00 p.m. - 10:00 p.m.

THIS POSITION IS IN THE CAREER SERVICE.

Qualifications

High school graduation or GED certificate. Three years experience performing fast paced, high volume public contact work, or eighteen months experience in receiving and processing or dispatching emergency calls; or an equivalent combination of training and experience. Must obtain hot desk clearance prior to completion of probationary period.

As of the date of application, candidates must have reached their twentieth birthday.

Successful candidates must pass a job related simulation keyboard exercise which requires a typing speed of 25 words per minute, a drug screen and a background investigation. Persons offered employment must pass all pre-employment exams prior to appointment.

Selection Requirements

This position requires applicants to complete a written test / skills assessment with a proposed minimum score of 70%. The cut score is subject to change based on standard statistical analysis of test results. Test results will be sent out by the Department of Human Resources after test results have been analyzed and compiled. Applicants who receive a passing score on the test will be hired in **lottery/random order**.

AND

Preference will be given to candidates possessing the following:

- Previous experience operating radio, telephonic and computer aided dispatch communications systems.

NOTE: You must provide a copy of your High School Diploma or GED Certificate AND a copy of your State ID or Driver's License at the time of processing.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

VETERANS PREFERENCE

If you have served in the Armed Forces of the United States on active duty continually for six months and have received an honorable or general discharge, you are eligible for Veterans Preference. In order to receive Veterans preference, you need to indicate whether or not you are a Veteran by answering "yes" or "no" to the question on your application that asks "Have you served in the Armed Forces of the United States on active duty continually for six months and received an honorable or general discharge?" In addition, you must attach a copy of your DD214 to your online application which includes Character of Service status. Failure to answer the question and attach your DD214 will result in you not being considered for the Veterans Preference.

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

Residency Requirement: An employee must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment.

If you are disabled and require a reasonable accommodation to file your application, please contact the City of Chicago, Department of Human Resources at 312-744-4976, TTY: 312-744-5035. You will be required to provide information regarding your request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

City of Chicago is an Equal Opportunity/Affirmative Action Employer

City of Chicago
Richard M. Daley, Mayor

Department of Human Resources
George H. Arteaga, Commissioner

Job Posting: 2010-Aug-18 | Closing Date (Period for Applying) -

External: 2010-Sep-01

Bargaining Unit: 02 | Starting Pay Rate: \$4,268.00