CITY OF HARRISONBURG
invites applications for the position of:

Basic Communicator

An Equal Opportunity Employer

SALARY:

Hourly
$14.74

OPENING DATE: 04/16/18

CLOSING DATE: 07/16/18 05:00 PM

DESCRIPTION:

The Harrisonburg-Rockingham Emergency Communications Center (HRECC) is currently accepting applications and recruiting qualified candidates for a current Full-Time opening and will create a hiring list for future Full-Time and Part-Time openings. Become a part of the HRECC team and be the vital link between the public needing assistance and the emergency service responder in the field.

Minimum starting salary $14.74 hourly. Candidates with previous emergency communications experience may be considered for a competitive salary based upon years and type of experience. Promotional opportunities and salary enhancements may be available within the first year of employment. The HRECC offers paid, on-the-job training for qualified candidates in their CALEA-accredited facility.

Full-time employees are provided a set-schedule. Part-time employees are assigned a schedule based on availability and ECC needs. Receives law enforcement, fire, EMS and other related services requests and calls. Operates radio, telephone, recording devices and computer terminals; dispatches police, fire, EMS, and other emergency service personnel where needed; receives and forwards service requests, complaints and other calls; receives and transmits messages by radio; operates telecomputer terminals; and prepares and maintains public safety computer records. Ability to speak distinctly; enter data accurately and quickly into computer terminal; and deal courteously with the public under stressful conditions. Knowledge of the geography of the City and County preferred.

The HRECC is pleased to showcase the HRECC recruitment video, which provides an inside look at the job of an emergency communicator and the important role they play in public safety within our community. You can view the video at https://www.youtube.com/watch?v=BMEZiVhc6Kk

MINIMUM QUALIFICATIONS:
Minimum Requirements: Any combination of education and experience equivalent to graduation from high school.

Special Requirements: Successful applicants for this position will be subject to a Division of Motor Vehicles (DMV) license and driving history query and must complete a satisfactory credit history, criminal check, background investigation, psychological, medical and drug testing. ECC employees are also subject to random drug/alcohol screenings.

Physical Requirements: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires sitting for long periods, reaching, fingering, grasping, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is

required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SUPPLEMENTAL INFORMATION:
To Apply: This recruitment process will have two application periods. Interested applicants who do not meet the first application period deadline must submit an online application by the second application period deadline in order to be considered for this recruitment process.

First Application Period: All candidates must complete a City of Harrisonburg online employment application by 5:00 pm EST, June 4, 2018, in order to be considered for this testing process. There is one additional form required for consideration for the ECC Basic Communicator position. The Public Safety Personal History Statement must be completed and received in the Human Resources Department by 5:00pm EST on June 14, 2018. Applicants will receive the Personal History Statement via email after the initial application is reviewed. Applicants will receive additional information regarding the testing procedures prior to the test date.

Second Application Period: Candidates who did not apply during the First Application Period as stated above must complete a City of Harrisonburg online employment application by 5:00 pm EST, July 16 2018, in order to be considered for this testing process. There is one additional form required for consideration for the ECC Basic Communicator position. The Public Safety Personal History Statement must be completed and received in the Human Resources Department by 5:00pm EST on July 26, 2018. Applicants will receive the Personal History Statement via email after the initial application is reviewed. Applicants will receive additional information regarding the testing procedures prior to the test date.

The City provides an excellent full-time employee benefits package including health insurance, retirement (VRS), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg & the HRECC are Equal Opportunity Employers.

Interested in Learning More Information about the HRECC and the vital role HRECC employees play in public safety?
Visit our website at http://hrecc.org/employment/
or
check out our Facebook page at https://www.facebook.com/HarrisonburgRockinghamECC/

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.harrisonburgva.gov/employment
OUR OFFICE IS LOCATED AT:
409 South Main Street
Third Floor
Harrisonburg, VA 22801
540.432.8920
540.432.7796
employment@harrisonburgva.gov

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Job #5501/6501 - (April 2018)
BASIC COMMUNICATOR
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