

Communication Specialist Benefit Package

- Starting hourly wage is \$15.00 per hour, or more depending on experience.
- Health and Dental insurance available for employee and family coverage.
- Vacation leave accrued at a rate of 10 days off per year.
- Sick leave accrual at 8 hours per month.
- Thirteen (13) paid holidays per year.
- Municipal Retirement Plan is a condition of employment.
- Friendly, professional work environment.

JOB DESCRIPTION
NOBLE POLICE DEPARTMENT
COMMUNICATIONS SPECIALIST

OCCUPATIONAL TITLE: *Communications Specialist I*

DEPARTMENT: *Police*

GENERAL DEFINITION: *This is responsible and specialized clerical work in the dispatching of E-911 calls, police, fire, ambulance, public works, and county crews.*

An employee in this class is responsible for receiving and sending messages via radio, OLETS computer, and telephone. The incumbent is also responsible for talking to the public and dealing with their problems or concerns (or for directing them to the correct public official to handle their situation). The work is performed in accordance with a standard routine. General supervision is received from a dispatching supervisor, and or Assistant Chief of Police. The employee is expected to function independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(The items listed below are not intended to be a complete listing of all essential functions and duties of the position).*

1. Determine by inquiry the exact location of the place or point of emergency and dispatch the proper police, fire, ambulance, public works, or county unit;
2. Receive and transmit messages on radio, multiple radio frequencies;
3. Take telephone calls concerning complaints, pass information on to field units, and make a record of calls via data entry;
4. Operate OLETS to conduct criminal history checks for officers and relay information over the radio;
5. Enter stolen vehicle and property data into NCIC via computer terminal;
6. Control security of the communications center by screening persons desiring admittance to the center;
7. Scheduling usage of training and conference facilities;
8. Coordinate information as needed between Emergency Management and all public safety vehicles;
9. Keep information records on fire and EMS calls. and forward to Fire administration for billing on EMS calls and to meet state regulations;
10. Keep logs of numerous other calls that are not maintained on the OLETS or City computer system;
11. Prepare statistical reports on police activity as requested by the Chief;
12. Maintain NCIC files with supporting police reports;
13. Change recording tapes as necessary;
14. Ensure the operating readiness of all police officers' radios;

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Continued)

15. Maintain an awareness of appropriate safety practices and procedures and apply that knowledge as needed in daily work;
16. Do any and all other functions that may be required by the Dispatching Supervisor, Assistant Chief or other appropriate supervisors.

MINIMUM QUALIFICATIONS:

1. Knowledge equivalent of a high school diploma and such training and/or experience as would provide the applicant with the below referenced knowledge skills and abilities;
2. Knowledge of the operation of a computer terminal and radio communications equipment;
3. Knowledge of police procedures;
4. Knowledge of federal and State regulations governing transmission by radio and OLETS computer;
5. Knowledge of the geography and highway and street systems in the City, or ability to read and interpret maps;
6. Alertness and skill in detecting the scope and magnitude of an emergency;
7. Ability to handle multiple tasks and prioritize responses in stressful situations;
8. Ability to understand written and oral directions;
9. Ability to maintain an effective working relationship with other employees;
10. Ability to deal with the public in a tactful and courteous manner;
11. Ability to type, enter and retrieve information from a computer terminal, minimum of 40 words per minute;
12. Ability to file and retrieve hard copy documents from established filing systems;
13. Must be bondable.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

1. Be certified in accordance with Oklahoma State Statutes, as amended (if required);
2. Some exposure to unpleasant citizens, must be able to handle tactfully;
3. Subject to abnormal stress;
4. Must be able to work rotating shifts;
5. Must have strength sufficient to handle large boxes of computer paper;
6. Work is typically indoors, subject to sitting, standing, or using phone for extended periods;
7. Vision required to read and review written correspondence, reports, statistical and technical information, maps, computer screen, etc.;
8. Hearing and speech required to communicate clearly and distinctly in English, by telephone and face-to-face, within the confinement of a semi-noisy environment;
9. High degree of concentration required when operating radio communication equipment, office machines, etc.;
10. Must have skill in foot/hand/eye coordination for using miscellaneous office equipment, radio communication equipment, etc.
11. Subject to constant noise of a computer, copying machine, or telephone;

WORKING CONDITIONS/PHYSICAL REQUIREMENTS: (Continued)

12. Subject to working in a confined area, in close proximity to others, and with frequent interruptions;
13. Subject to continuous exposure to light and glare from a computer terminal;
14. Must be mentally and physically prepared for unforeseen emergencies at all times;
15. Must on occasion delay rest room and meal breaks due to ongoing emergency field operations or incurring emergency call volume;
16. Must be willing to periodically perform stand-by and call back duties and be available for call outs during off duty hours due to emergency situations or staff shortages. Subject to changes in shifts and days off due to workload or staffing needs and seniority considerations.
17. Employees who must perform stand-by and call back duties are required to have made arrangements to arrive at work no later than thirty (30) minutes from the time called back.

SUPERVISION: A Communications Specialist will report to a Communication Supervisor, Police Sergeant, and the Assistant Chief of Police.

FLSA Status: non-exempt

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will and for no term of definite duration. I also understand and agree that either the City of Noble, or myself, may terminate my employment relationship at any time.

Employee

Date

The City of Noble is an Equal Opportunity Employer.

*Retain in employee personnel file
Revised 11/26/2007*

NOBLE POLICE DEPARTMENT

Application for Employment

COMMUNICATIONS SPECIALIST

Noble Police Department
 115 N 2nd
 PO Box 557
 Noble, OK 73068
 (Phone) 405-872-9231 (Fax) 405-872-7335

INSTRUCTIONS: PRINT THE ANSWERS TO EACH QUESTION CLEARLY AND COMPLETELY. USE ONLY BLACK INK. APPLICATIONS WHICH ARE NOT COMPLETE WILL NOT BE PROCESSED.

Personal Information

**You must be 18 years of age at time of hire to be eligible for this position*

FULL NAME:		
STREET ADDRESS/CITY/STATE:		
MAILING ADDRESS (IF DIFFERENT):		
HOME PHONE:	CELL PHONE:	EMAIL:
DATE OF BIRTH	AGE	SEX
SOCIAL SECURITY #:	DRIVERS LICENSE #:	DL STATE:
ANY OTHER IDENTIFYING NUMBERS:		

ARE YOU APPLYING FOR A FULL OR PART TIME POSITION? Full Time Part Time

HAVE YOU PREVIOUSLY BEEN EMPLOYED BY THE CITY OF NOBLE? yes no

IF YES, WHEN, AND IN WHAT CAPACITY: _____

HAVE YOU PREVIOUSLY APPLIED WITH THE NOBLE POLICE DEPARTMENT? yes no

IF YES, WHEN? _____

ARE YOU A UNITED STATES CITIZEN? yes no

IF NO, DO YOU HAVE THE RIGHT TO WORK IN THE U.S.? EXPLAIN _____

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME? yes no

IF YES, PLEASE EXPLAIN: _____

The City of Noble is an Equal Opportunity Employer

The City of Noble does not discriminate on the basis of race, color, religion, sex, national origin, marital or veteran status, political affiliation, disability, or any other legally protected status.

HAVE YOU EVER BEEN ARRESTED OR DETAINED BY LAW ENFORCEMENT FOR ANY REASON? yes no

IF YES, EXPLAIN: _____

HAVE YOU EVER SERVED IN THE UNITED STATES MILITARY? yes no

IF YES, LIST BRANCH, DATES OF ENLISTMENT, DATE OF SEPARATION, RANK UPON SEPARATION, TYPE OF DISCHARGE. ALSO, INCLUDE A CURRENT _____

WHAT EXPERIENCE AND/OR TRAINING DO YOU HAVE RELATED TO THIS CAREER?

AT THIS POINT, PLEASE STOP AND READ THE ATTACHED JOB DESCRIPTION FOR DISPATCHER.

AFTER REVIEWING THE JOB DUTIES, JOB QUALIFICATIONS, THE WORKING CONDITIONS, AND THE PHYSICAL REQUIRMENTS SECTIONS OF THE JOB DESCRIPTION, ARE YOU ABLE TO PERFORM THEM WITH OR WITHOUT REASONABLE ACCOMMODATION? yes no

INITIAL

PERSONAL REFERENCES

LIST THREE REFERENCES IN THE SPACES BELOW. DO NOT LIST ANY PERSON RELATED BY BLOOD OR MARRIAGE.

NAME:	ADDRESS/CITY/STATE::
HOME PHONE:	CELL OR WORK PHONE:
OCCUPATION:	HOW AQUAINTED AND HOW LONG:

NAME:	ADDRESS/CITY/STATE::
HOME PHONE:	CELL OR WORK PHONE:
OCCUPATION:	HOW AQUAINTED AND HOW LONG:

NAME:	ADDRESS/CITY/STATE::
HOME PHONE:	CELL OR WORK PHONE:
OCCUPATION:	HOW AQUAINTED AND HOW LONG:

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EMPLOYMENT HISTORY

LIST EMPLOYER INFORMATION FOR THE PAST TEN YEARS IN THE SPACES BELOW. BEGINNING WITH THE CURRENT OR MOST RECENT. IF ADDITIONAL SPACE IS NEEDED ATTACH EXTRA PAGES.

EMPLOYER:	ADDRESS/CITY/STATE:
PHONE:	POSITION HELD:
DATES OF EMPLOYMENT:	SUPERVISOR:
DUTIES AND RESPONSIBILITIES:	
REASON FOR LEAVING:	

EMPLOYER:	ADDRESS/CITY/STATE:
PHONE:	POSITION HELD:
DATES OF EMPLOYMENT:	SUPERVISOR:
DUTIES AND RESPONSIBILITIES:	
REASON FOR LEAVING:	

EMPLOYER:	ADDRESS/CITY/STATE:
PHONE:	POSITION HELD:
DATES OF EMPLOYMENT:	SUPERVISOR:
DUTIES AND RESPONSIBILITIES:	
REASON FOR LEAVING:	

STATEMENT OF TRUTH AND PERMISSION TO INVESTIGATE

I, _____, CERTIFY THAT THE FACTS GIVEN IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. IN SIGNING THIS STATEMENT, I DO SO WITH THE UNDERSTANDING THAT THE TRUTHFULNESS OF ALL STATEMENTS HEREIN WILL BE INVESTIGATED AND IF FOUND INCORRECT, INCOMPLETE, OR MISLEADING, IT MAY RENDER ME INELIGIBLE FOR EMPLOYMENT WITH THE CITY OF NOBLE.

I HEREBY AUTHORIZE EDUCATIONAL AND OTHER INSTITUTIONS, MY REFERENCES, MY EMPLOYERS, BUSINESS AND PROFESSIONAL ASSOCIATES, DOCTORS WHO HAVE TREATED ME AND HOSPITALS WHERE I HAVE BEEN CONFINED, ALL GOVERNMENT AGENCIES AND INSTRUMENTALITIES AND ALL CONSUMER REPORTING AGENCIES TO RELEASE TO THE CITY OF NOBLE OR ANY OF ITS OFFICERS, ANY INFORMATION, FILES, RECORDS, OR CREDIT REPORTS REQUESTED BY THE CITY OF NOBLE IN CONNECTION WITH THE PROCESSING OF THIS APPLICATION.

SIGNATURE OF APPLICANT

DATE

****MUST BE SIGNED IN PRESENCE OF A NOTARY PUBLIC***

SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____, 20_____.

NOTARY SEAL

NOTARY SIGNATURE

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NOBLE POLICE DEPARTMENT

SELF SCREENING QUESTIONNAIRE FOR EMERGENCY DISPATCHER

1. ARE YOU WILLING TO WORK AN IRREGULAR SHIFT SCHEDULE DURING YOUR PROBATIONARY PERIOD, WHERE ONE WEEK YOU MIGHT BE ON DAYS WITH MONDAY AND TUESDAY OFF, AND THE NEXT WEEK ON NIGHTS WITH WEDNESDAY AND THURSDAY OFF?
YES NO
2. ARE YOU WILLING TO WORK WEEKEND AND HOLIDAYS?
YES NO
3. ARE YOU WILLING TO ROTATE TO ANY OF THE THREE SHIFTS: DAYS, EVENINGS, NIGHTS?
YES NO
4. ARE YOU WILLING TO ACCEPT LAST MINUTE CHANGES IN YOUR WORK SCHEDULE THAT MIGHT REQUIRE YOU TO CANCEL PERSONAL PLANS?
YES NO
5. ARE YOU WILLING TO BE SUBJECTED TO ABUSIVE OR PROFANE LANGUAGE IN PERSON OR OVER THE TELEPHONE?
YES NO
6. ARE YOU WILLING TO TAKE DIRECTIONS FROM A SUPERVISOR IN FRONT OF YOUR PEERS?
YES NO
7. ARE YOU WILLING TO READ AND STUDY SEVERAL HUNDRED PAGES OF MANUALS, FILL IN STUDY GUIDELINES AND TAKE WRITTEN TESTS DURING YOUR TRAINING PERIOD?
YES NO
8. ARE YOU WILLING TO BE CLOSELY SUPERVISED AND QUESTIONED ABOUT WHY YOU FOLLOWED A CERTAIN COURSE OF ACTION WITHOUT TAKING IT PERSONALLY?
YES NO
9. ARE YOU WILLING AND ABLE TO DEAL CALMLY WITH ANGRY PEOPLE WHEN THE PROBLEM IS NOT YOUR FAULT?
YES NO
10. ARE YOU WILLING TO WORK IN AN ENVIRONMENT WITH NO WINDOWS, LITTLE VENTILATION AND TEMPERATURES THAT MIGHT BE TOO COLD OR TOO HOT FOR YOUR PERSONAL COMFORT?
YES NO
11. IF YOU SMOKE, ARE YOU WILLING TO GO WITHOUT A SMOKING FOR AN ENTIRE SHIFT IF NECESSARY, OR SMOKE ONLY DURING BREAKS?
YES NO
12. ARE YOU WILLING TO WORK UNDER CONSTANT ELECTRONIC SURVEILLANCE THAT RECORDS ALL TELEPHONE AND RADIO MESSAGES?
YES NO
13. ARE YOU WILLING TO DEAL WITH A CRISES CALL WHERE A WOMAN HAS BEEN ASSAULTED, A CHILD MAY HAVE DIED, AN OFFICER INJURED, AND SET IT ASIDE AND CONTINUE TO CALMLY DELA WITH AN IRATE CITIZEN COMPLAINING OF A BARKING DOG?
YES NO

THIS QUESTIONNAIRE IS INTENDED FOR YOUR USE TO HELP YOU DETERMINE WHETHER YOU ARE MAKING THE CORRECT DECISION IN APPLYING FOR THE JOB OF RESERVE POLICE OFFICER AT THE NOBLE POLICE DEPARTMENT.

IF YOU ANSWERED NO TO ANY OF THE QUESTIONS ABOVE, PLEASE RECONSIDER APPLYING FOR THIS POSITION

DATE: _____ SIGNATURE: _____

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