



THE CITY OF GEORGETOWN IS CURRENTLY ACCEPTING APPLICATIONS FOR TELECOMMUNICATOR. APPLY AT GEORGETOWNKY.GOV. APPLICATIONS WILL BE ACCEPTED UNTIL SEPTEMBER 30, 2022.

CHARACTERISTICS OF POSITION: Under general supervision, receives and dispatches calls for public safety agencies in order of importance during assigned shift; performs related duties as required.

GENERAL DUTIES AND RESPONSIBILITIES:

Essential: Receives information by way of radio and telephone and transmits to public safety agencies in order of importance during assigned shift. Ability to operate computer aided dispatch basic functions. Runs operator's license checks, registration checks and wanted persons checks on computer. Prepares and maintains files as requested. Calls wrecker services as needed.

Non-essential : None.

MINIMUM QUALIFICATIONS/REQUIREMENTS :

Training and/or Experience: Graduation from High school, or equivalent (G.E.D.) Ability to attend and complete telecommunication training for certifications require by KRS laws within 6 months of employment.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge: Basic knowledge of FCC rules and regulations. General understanding of public safety emergency services operating procedures. Knowledge of the geography of the county, including the location of streets and roads, major buildings, etc.

Skills: Skill in the use of radios/telephones, and computers. Basic map reading skills and comprehension

Abilities: Ability to remain calm during emergency situations for lengthy periods of time. Ability to prioritize calls. Ability to analyze complex situations and execute effective courses of action. Ability to communicate effectively, orally and in writing. Ability to operate computer terminal. Ability to establish and maintain effective working relationships with City employees, other public safety departments/agencies, and the public. Ability to perform multi-tasking functions.

SPECIAL LICENSING REQUIREMENTS: Valid Kentucky driver's license required.

ADDITIONAL REQUIREMENTS:

Certification Requirements: Must attend Telecommunications Academy to obtain certifications per KRS during required time period following employment.

Training: Must have ability to complete required training, including required annual certifications.

Availability: Must be able to work irregular hours, nights/weekends/holidays etc.

Instructions: General.

Processes: Recommends methods and new techniques, concepts, or programs within established limits.

Review of Work: General.

Analytical Requirements: Analysis usually based on precedent; however, occasionally duties require judgment for which there is no precedent.

Public/Internal Contact: Public 60%; internal 40%.

Mental Effort: Heavy

Interruptions: Constant.

Work Environment: Office setting

Physical Demands:

Lifting: Work is typically performed in an office setting requiring intermittent sitting, standing, or stooping. Lifting objects (less than twenty-five pounds) is a requirement.

Use of Equipment: Normal office equipment (telephone, radio, computer, copier, etc.).

Vehicle Operations: May occasionally.

Drug Free Workplace Policy: All employees of the City shall be and remain drug and alcohol free at all times when working for the City or engages in activities to that work.