



# MOORE COUNTY GOVERNMENT



## Position Vacancy Announcement

# TELECOMMUNICATOR - PUBLIC SAFETY

*This Position is Full Time with Benefits*

**Vacancy Number**  
16-1077

**Hiring Range**  
\$15.65 – \$17.69 Hourly

**Opening Date**  
July 8, 2016

**Closing Date**  
Open Until Filled

**Submit your completed  
County of Moore  
Application To:**

Moore County  
Human Resources  
P.O. Box 905  
Carthage, NC 28327

Phone: (910) 947-6362  
Fax: (910) 947-2792  
[www.moorecountync.gov](http://www.moorecountync.gov)

**Resumes are optional.  
Incomplete, unsigned, or  
any application other than a  
County of Moore application  
will not be forwarded to the  
hiring authority.**

**Applications received after  
the closeout date/time  
indicated will not be eligible  
for consideration.**

**Moore County Human  
Resources Office is not  
responsible for failure to  
receive faxed applications.**

**Please take a moment to  
ensure your transmission  
was received.**

### ESSENTIAL JOB DUTIES

Performs responsible technical work dispatching law enforcement, medical, fire, rescue, and other equipment and personnel usually in response to emergency situations. Work is performed under the regular supervision of the E-911 Shift Supervisor. Receives records, and forwards emergency and non-emergency service calls; prepares and maintains computerized and other records and files. Dispatches emergency equipment and personnel when and where needed. Receives and forwards service requests, complaints and other calls for County departments. Receives and transmits messages by radio and maintains radio log. Prepares and maintains public safety computer records. Operates radios, telephone switchboard, alarm systems, recording devices, and computer terminals. Works varying shifts and flexible schedules. Performs related tasks as required.

### KNOWLEDGE AND SKILL REQUIREMENTS

- General knowledge of how to operate various communications systems;
- General knowledge of the geography of the County and location of key buildings;
- Ability to type at a reasonable rate of speed accurately;
- Ability to speak and communicate in a clear, calm, and distinct voice even under stressful and noisy conditions;
- Ability to solve problems within scope of responsibility;
- Ability to deal courteously with the public under stressful conditions;
- Ability to establish and maintain effective and positive relationships with associates and the general public.

### EDUCATION AND EXPERIENCE REQUIREMENTS

- High School diploma or equivalent;
- Six months working with the public **preferred**.

### LICENSE AND CERTIFICATION REQUIREMENTS

- Must be able to obtain and maintain the following certifications **within** one (1) year: Division of Criminal information(DCI), Emergency Medical Dispatch (EMD), Emergency Fire Dispatch (EFD) and CPR;
- Must possess and maintain a valid North Carolina Driver's License.

### SPECIAL REQUIREMENTS

**\*\*\***This is a safety sensitive position subject to random drug screenings.

### BENEFITS

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

### 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 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.

***The County of Moore is a drug-free workplace and  
Equal Opportunity employer.***

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a pre-employment background check, pre-employment drug test and post offer physical.

***Moore County is an E-Verify Participant***