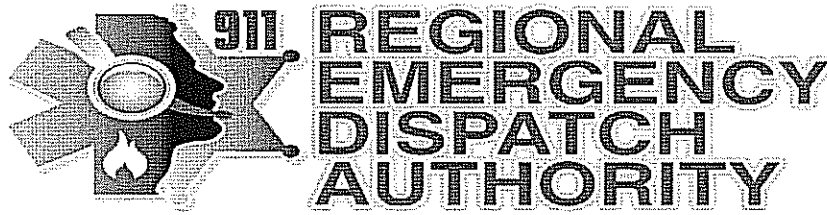


January 12, 2012



**COMMUNICATIONS SPECIALIST (Dispatcher)
Artesia, NM**

This shift work position receives and transmits radio traffic to law enforcement and emergency services personnel in Eddy County, and acts as a public service answering point for law enforcement agencies. Employee will monitor, query, and respond to the National Crime Information Center (NCIC), and will also make entries into NCIC. Minimum qualifications: high school diploma or GED; the ability to communicate in English, both orally and in writing; must possess a valid NM driver's license with no DWI's and no more than two moving violations within the past three years; must type 40 WPM; must be able to learn and become efficient in the utilization of Computer-Aided Dispatching, mapping systems, and integrated 911 systems; and must be knowledgeable in the use of PC's and Window-based software. Successful candidate must reside within a 50-mile radius of Artesia within 90 days of employment. Non-certified \$13.10/hour, Certified \$14.11 - \$15.57/hour DOE. EOE M/F V/D

Detailed job specifications and applications may be obtained at the Department of Workforce Connections, from the Eddy County Human Resources Department located on the second floor of the Administration Complex at 101 W. Greene St. in Carlsbad, and at the www.eddy911.co website. Please review all instructions carefully. Application packets must include a completed job application, job specifications sheets, current copy of your driver's license history, a typing test, and notarized release of information waiver.

CLOSING DATE: Open until filled

POSITION SPECIFICATIONS

POSITION TITLE:	Communications Specialist
DIVISION:	Regional Emergency Dispatch Authority
SECTION:	R.E.D.A.
REPORTS TO:	R.E.D.A. Director
CLASSIFICATION:	Classified, Non-exempt
WAGE LEVEL:	Grade 7 Uncertified Grade 10 Certified
STARTING WAGE:	\$13.10 Uncertified \$14.11 - \$15.57 Certified DOE
DATE JOB ANALYSIS COMPLETED:	August 1998
DATE JOB ANALYSIS REVIEWED:	March 2010

JOB SUMMARY

This shift work position receives and transmits radio traffic to law enforcement and emergency services personnel in Eddy County, and acts as a public service answering point for law enforcement agencies. Employee will monitor, query, and respond to the National Crime Information Center (NCIC), and will also make entries into NCIC. Employee will be required to work irregular hours, attend job-related meetings and perform other duties as assigned.

Minimum Qualifications

1. High School diploma or GED certificate.
2. Certified dispatchers must provide a copy of certification and must have one year experience in the performance of dispatcher duties; and have knowledge of and ability in radio communications, operation of telephone console, operation of National Crime Information Center (NCIC), and dispatching calls and related duties involving emergency situations. Uncertified dispatchers must become state certified within one year of hires; exceptions may be made due to scheduling conflicts at the NMDPS Telecommunications Academy.
3. Must understand and communicate in English.
4. Ability to understand and communicate in Spanish preferred.
5. NCIC certification preferred.
6. Ability to learn and become efficient in the utilization of Computer-Aided Dispatching, mapping systems, integrated 911 systems and computerized radio consoles..
7. Ability to work in stressful situations.
8. Type 40 wpm accurately.

9. Knowledge with PC's and Window software required.
10. Above average work attendance required.
11. Must reside in within 50-mile radius of Artesia within 90 days of employment.
12. Criminal background, driving record and references will be verified. Must possess a valid NM driver's license with no DWI's and no more than 2 moving violations within the last 3 years, and must be insurable. **Provide a current driving record.**
13. No illegal drug use in the last three years.
14. The ability to perform the essential duties in the work conditions, with the equipment, tools and materials listed below and under minimal supervision.
15. Must pass a physical and written exam and polygraph examination prior to hire.

Essential Duties

Attendance is an Essential function of this position. Please review each item and determine if you are capable of performing that duty.

1. Receive and transmit messages and locate personnel for fire and rescue emergency throughout the County. 20%
2. Maintain verbatim log of all communications, and include information on time of call, unit calling and reason for call, response of call and relay messages as indicated through the Computer-Aided Dispatch (CAD) System. 20%
3. Answer phone bank, take and relay messages, and refer caller to proper law enforcement. Receive and relay messages and located personnel for fire and rescue emergency throughout the County. 18%
4. Type initial offense reports, input data into computer as needed. 12%
5. Monitor NCIC screen for messages and communicate necessary messages to deputies or other personnel as indicated. Respond to NCIC messages as indicated. 10%.
6. Maintain contact with units, as posted on the CAD System, at least once per hour, to ensure their safety. 5%
7. Maintain "Wanted Persons" file, amaintain teletype records based on messages printed from NCIC. 5%
8. Input into NCIC. 5%

9. Assist callers and visitors to law enforcement offices providing necessary directions and information. 3%
10. Contact area auto-wrecker services, when necessary, and maintain record of such contacts. 2%
11. Perform all duties with minimal supervision. Employee will be required to work irregular hours, attend job-related meetings, and perform other duties as assigned.

FUNCTION ANALYSIS

Please review each item and determine if you are capable of performing that function.

Mental Functions

1. Must be able to ask questions of supervisor and listen to and follow verbal directions in English. Must be able to read and understand written and verbal directions in English.
2. Must be able to communicate clearly with all co-workers.
3. Must be knowledgeable of standard policies and procedures in responding to emergency situations.
4. Must be able to use sound judgment and reason, as well as personal experience to respond to emergency situations.
5. Must be mentally alert in order to change tasks or activities on a frequent basis.
6. Must maintain mental alertness in order to adequately handle high pace and stress of job.
7. Must use tact and courtesy in responding to callers in order to in emergency situations.
8. Must have knowledge of county to access appropriate personnel in case of emergency.

Physical Functions

1. Must be able to sit for up to four hours at one time, up to 12 hours total per day.

2. Must be able to stand/walk for short distances up to a total of two hours per day.
3. Must be able to crouch, kneel, bend at the waist, and twist/rotate at the waist on a minimal basis, as needed.
4. Must be able to reach arms away from body or overhead to access dispatching equipment or manuals necessary to perform essential duties.
5. Must be able to work with arms bent for up to four hours at one time and up to eight hours per day.
6. Must be able to lift and carry, for short distances, box of paper weighing an estimated 20 pounds.
7. Must be able to push/pull with arms with an estimated force of up to 2 pounds up to an estimated total to 15 times per day.
8. Must be able to push with legs and feet with an estimated force of 10 to 15 pounds to propel chair from one end of dispatching room to other end.
9. Must be able to use hands and fingers to grasp/manipulate equipment necessary to perform essential duties such as writing utensils, telephone, paperwork and manuals.
10. Must be able to use fine finger dexterity and implement eye-hand coordination to operate switchboards and instrument keyboards in dispatch room.
11. Must have strong hearing and sight abilities in order to perform all essential duties.

Working Conditions

1. All essential duties are performed indoors.
2. Duties are performed in a temperature-controlled environment.
3. Worker is exposed to intermittent noise factors.
4. Duties are performed on an even surface, which may be carpeted or tiled. Working surface is typically dry.
5. Worker primarily works alone, both with and without directions..
6. Work hazards, or potential work hazards, involve high pace and stress in performing job duties.

Equipment, Tools, and Materials

1. Main equipment used in performing duties includes NCIC computer, multiline telephone, multiline two-way radio, recording equipment, typewriter, fax machine, photocopy machine and CAD.
2. Materials and products handled in performance of duties include: logs, paperwork, various forms, writing utensils, and manual regard use of equipment and emergency procedures.

Applicant Declaration:

I have read the above Position Specifications and I understand the demands and expectations of the position described and to the best of my knowledge, and believe I can perform these duties.

Signature: _____

Date: _____

RELEASE OF INFORMATION WAIVER

I consent and hereby authorize Eddy County, by means of Eddy County Sheriff's Department, the police departments or other entity/person who is suitable to and chosen by the Regional Emergency Dispatch Authority, to investigate my past and present work, character, credit record, former employment, police and credit records to ascertain any and all information which may concern my suitability for employment with the Regional Emergency Dispatch Authority.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I direct you to release such information upon request of the duly accredited representative of the County of Eddy regardless of any agreement I may have made with you previously to the contrary. The release of any and all information is authorized whether same is of record or not and I do, hereby, release all persons, firms, agencies, companies or groups, whomsoever, from any damages because of, or resulting from, furnishing such information to the Eddy County Sheriff's Department, the Eddy County Human Resources Department, the Regional Emergency Dispatch Authority, and its employees from any damages or claims which may otherwise result from use or release of such information.

Applicant, Printed Date

Signature

DATE OF BIRTH _____ SOCIAL SECURITY _____

DRIVER'S LICENSE # _____ State _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PLACE OF BIRTH: CITY _____ STATE _____

OTHER NAMES USED: _____

State of _____
County of _____

In witness hereof, I acknowledge that the above and foregoing document was signed before me this _____ day of _____, 20_____.

My commission expires:

NOTARY PUBLIC

NAME _____ SS# _____

POSITION _____



EMPLOYMENT APPLICATION

Eddy County, as a contracted service provider on behalf of the Regional Emergency Dispatch Authority (REDA), will adhere to all federal and state laws governing the provisions of equal opportunity to both employees and prospective employees. REDA policy is to hire, promote, develop and compensate individuals without regard to race, color, religion, sex, age, national origin, sexual orientation, physical or mental handicap, or their status as a veteran of the Vietnam Era. You must be able to supply evidence of work authorization and identification if an offer of employment is made to you. Provide all materials required in the posting of the position for which you are applying. Unsolicited and incomplete applications are not accepted.

NAME:

Begin with present or most recent employer. Provide a minimum of three employment references that includes a minimum of six years work history. Attach additional pages if necessary. Circle yes or no on contact employer question.

EMPLOYMENT HISTORY

COMPANY NAME		ADDRESS		PHONE #	
Contact This Employer?		YES	NO		
JOB TITLE	EMPLOYED FROM	MO/YEAR TO	MO/YEAR	SALARY START	END
DUTIES			TYPE OF BUSINESS		
IMMEDIATE SUPERVISOR		NAME	TITLE	REASON FOR LEAVING	

COMPANY NAME		ADDRESS		PHONE #	
Contact This Employer?		YES	NO		
JOB TITLE	EMPLOYED FROM	MO/YEAR TO	MO/YEAR	SALARY START	END
DUTIES			TYPE OF BUSINESS		
IMMEDIATE SUPERVISOR		NAME	TITLE	REASON FOR LEAVING	

COMPANY NAME		ADDRESS		PHONE #	
Contact This Employer?		YES	NO		
JOB TITLE	EMPLOYED FROM	MO/YEAR TO	MO/YEAR	SALARY START	END
DUTIES			TYPE OF BUSINESS		
IMMEDIATE SUPERVISOR		NAME	TITLE	REASON FOR LEAVING	

DO NOT complete this section with "See Resume" or other similar notes. This section must be answered for your application to be complete. Incomplete applications are not accepted. You may attach a resume or other relevant information that will assist Eddy County/REDA in determining your qualifications for this position.

NAME:

EDUCATION					
HIGH SCHOOL	NAME and LOCATION	MAJOR	YEARS COMPLETED 1 2 3 4	DID YOU GRADUATE? YES NO	DEGREE RECEIVED
COLLEGE	NAME and LOCATION	MAJOR	YEARS COMPLETED 1 2 3 4	DID YOU GRADUATE? YES NO	DEGREE RECEIVED
COLLEGE	NAME and LOCATION	MAJOR	YEARS COMPLETED 1 2 3 4	DID YOU GRADUATE? YES NO	DEGREE RECEIVED
GRADUATE SCHOOL	NAME and LOCATION	MAJOR	YEARS COMPLETED 1 2 3 4	DID YOU GRADUATE? YES NO	DEGREE RECEIVED

OTHER TRAINING / SKILLS		Other schools or training (such as trade, vocational, military, etc.). Provide the name, location, dates, subject matter and type of training received and if a certificate was issued.			
TYPE OF TRAINING	NAME AND LOCATION OF FACILITY	LENGTH OF TRAINING	COMPLETED COURSE		

REFERENCES	Give name, address and telephone number of three references who are not related to you and are not a previous employer. Indicate whether the reference is personal or professional. (professional preferred)
1.	
2.	
3.	

Briefly describe your immediate and long-term career goals: _____

NOTICE - In making this application for employment with Regional Emergency Dispatch Authority, I understand and agree that:

1. Any misrepresentations made by me in this application will be sufficient cause not to hire or cause to terminate my employment;
2. As a condition of employment I am to be governed by all REDA resolutions, rules, policies and procedures;
3. Refusal to submit to search by authorized personnel of my person or property while on REDA premises is grounds for discharge; and
4. As a condition of employment I must and pass a physical examination, a drug/alcohol test and submit to random tests as perscribed by REDA policy.

I authorize Eddy County, on behalf of the Regional Emergency Dispatch Authority, to investigate all statements made in this application. I agree not to hold Eddy County, REDA or any of my previous employers or references liable in any matter concerning the information they may provide.

APPLICANT SIGNATURE: _____ DATE: _____