



CITY OF FALLS CHURCH

RECRUITMENT ANNOUNCEMENT

Emergency Communication Technician – Police Dispatcher

The City of Falls Church Police Department has an opening for a full-time Emergency Communications Technician. An Emergency Communications Technician Selection Test will be administered on Friday, July 22, 2011, at 9:00 A.M. and 1:00 P.M. in the City Hall Training Room, 300 Park Avenue, Falls Church, VA 22046. Registration will be limited to the first 30 applicants. This is a tremendously rewarding opportunity for those suited by aptitude, temperament and situation. This job and the conditions under which it is performed will not suit all individuals. As a condition of employment, finalists will undergo a background check, polygraph examination, and drug screening.

Responsibilities:

- Operate police communications systems, including radio communications and Computer-Aided Dispatch (CAD) system;
- Answer telephones, record complaints, and dispatch and monitor police personnel;
- Operate teletype and state and national crime information computer terminals;
- Monitor alarm systems and security cameras;
- Perform related administrative duties, such as maintaining logbooks, and other record-keeping tasks as assigned.

Qualifications:

- Willingness and ability to work 12-hour shifts;
- Ability to communicate professionally in emergency situations;
- Ability to multi-task; answer incoming calls while monitoring essential radio channels and entering information in a computer as the emergency situation develops;
- Excellent command of the English language;
- Speech which is clear and well-modulated over radio;
- Considerable public telephone contact requires independent judgment, tact, and courtesy;
- Excellent spelling, punctuation, and grammar; ability to write reports clearly and concisely;
- Ability to accurately interpret maps and convey geographical information;
- High school diploma or GED required;
- No illegal drug use; exceptions may be made for prior marijuana use on a case-by-case basis;
- Law enforcement coursework, or prior experience in a public service field desirable;
- Prior police or civilian dispatch experience and Virginia certification preferred, however on-the-job training will be provided if the candidate selected has no prior experience.

Salary Range and Benefits: \$36,921 + depending on qualifications and previous experience. Includes comprehensive benefits package including health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college savings plan, life and long-term disability insurance, paid holidays, vacation and sick leave, credit union membership, free parking, and more. See www.fallschurchva.gov for additional information.

To Apply: Call (703) 248-5006 to register for the exam and call (703) 248-5205 to request a Personal History Statement.

Reasonable Accommodation: During the selection process, applicants with disabilities may request reasonable accommodation with the agreement of the Human Resources Division. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.

All City Facilities Are Smoke-Free