

THE CITY OF HENDERSON, NEVADA
is welcoming applications for:
**COMMUNICATIONS OPERATOR I (Police, Fire,
Emergency Medical) ***

City of Henderson
CAREER OPPORTUNITY
Join us on a journey to excellence...

SALARY:

\$28.70 - \$32.86 Hourly

OPENING DATE: 12/08/11

CLOSING DATE: 12/27/11 12:00 PM

THE JOB:

Under direct supervision, receives requests for emergency services and dispatches law enforcement, fire, and emergency medical services via radio; and performs related duties as required.

WORK SCHEDULE: Must be willing to work rotating shifts to include graveyard, evenings, weekends, and all holidays.

Work is conducted in the Communications Center of the City of Henderson Police Department. Incumbents work within a noisy and confined work area with radio traffic, ringing telephones, and conversations occurring simultaneously. Work involves receiving telephone calls from persons who are involved in emergency and non-emergency situations who may be hysterical, frightened, or angry. The City of Henderson conducts an extensive paid training program starting with a five (5) week classroom academy involving lecture and hands-on simulator training with all of the Communication Center's computer systems. After the academy, individuals receive on-the-job training with certified trainers for a minimum of six (6) months. The City of Henderson also provides and pays for Emergency Medical Dispatch (EMD) and Cardiac Pulmonary Resuscitation (CPR) certifications.

MINIMUM REQUIREMENTS:

Education and/or Experience

Graduation from high school, or the equivalent, and one (1) year of experience performing public contact work involving receiving and referring information.

Special Requirements/Licenses and Certificates

Must possess a valid driver's license from the state of residence at the time of appointment and maintain a satisfactory driving record.

Must obtain certifications in Medical Priority Dispatch System, Fire Priority Dispatch System, and CPR within the first year of employment and maintain certifications as a condition of continued employment. Keyboarding sufficient to input 4200 keystrokes per hour (kph) using a computer keyboard.

in the assessment process to contact the Human Resources Department to request such accommodation prior to the closing date of this recruitment.

Out-of-state candidates invited to the performance exam (CritiCall) must complete the Personal History Questionnaire and have it with them at the time of the performance exam (CritiCall). Following the performance exam (CritiCall), candidates may be scheduled for a structured selection interview and may meet with a PD Backgrounds Investigator. **Out-of-state candidates must be available on February 1 and February 2, 2012, to move forward in the assessment process.**

Appointment may be subject to successful completion of a background investigation, polygraph examination, psychological examination, a post-offer/pre-employment medical and/or physical examination, and drug and alcohol testing. Please see the job description to view the physical requirements of the job.

As part of the background investigation, all claims of education and experience made in the employment application process, as well as other information submitted, will be verified.

The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards. The selection process should be completed within six (6) months of the closing date. Candidates may reapply when there is a posting to establish an eligibility list. Some candidates may be disqualified indefinitely due to the results of their background investigation.

*The 14-day in-house notice is incorporated in this announcement.

All applicants will be notified via e-mail or telephone of their application status and the assessment dates/times/locations after the closing date of this announcement.

NOTE: E-mail communications will be sent from senders with the extension: @cityofhenderson.com. You may need to adjust your spam blocker to ensure that you receive e-mail notifications from the City of Henderson.

WHERE TO APPLY:

The Human Resources Department must receive the completed City employment application and **all required documentation** by the closing date and time listed on this announcement. **The employment application must be accessed through our website, www.cityofhenderson.com/human_resources and submitted electronically following the on-line links. When applying online, applicants must complete the employment application in its entirety to be considered for this recruitment.** Resumes **WILL NOT** be accepted in lieu of the completed employment application. Decisions on an applicant's qualifications for the above position will be made solely on the materials submitted at the time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: http://www.cityofhenderson.com/human_resources

HUMAN RESOURCES IS LOCATED AT: City Hall, 2nd Floor, 240 Water Street, Henderson, NV 89015

MAILING ADDRESS: City of Henderson, Human Resources, 240 Water Street P.O. Box 95050, Henderson, NV 89009-5050

PHONE: 702.267.1940 TDD SERVICES FOR THE HEARING IMPAIRED: (702) 267-1425 FAX: 702.267.1901

24-HOUR JOB LINE: 1-877-CITY JOB (248-9562)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
