

POSITION: Communications Dispatcher

DEPARTMENT: Police

NUMBER OF POSITIONS: 1

SALARY RANGE: \$38,308.00

ELIGIBLE FOR O/T: Yes

SUPERVISOR: Police Captain of Administration

WORK LOCATION: Newark – Penn Plaza

PRINCIPAL ACCOUNTABILITIES:

1. Dispatches police services to calls as may be required and establishes priorities on calls to ensure services are rendered expeditiously and effectively by use of Cad (Intergraph I/ Dispatcher).
2. Operates Criminal Justice Information System to verify and record various files to ensure the necessary information is input into the national computer system as required by law.
3. Maintains active computer entries regarding documented complaints to maintain a current and accurate system. Obtain complaints to log and maintains proper records of all calls for service.
4. Receives, records and responds to emergency and non-emergency telephone calls by use of PC/PSAP phone system, radio system and CAD, from the public and law enforcement officers.
5. Updates and retrieves information from teletype network to address such things as wanted persons, stolen property, vehicle registration, and stolen vehicles; by use of NCIC, CJIS 2000 and AoCTELE.
6. Operates NICE Surveillance System
7. Answers questions from, and provides information to the public regarding directions, NJ TRANSIT services, etc.

KNOWLEDGE SKILLS REQUIRED: High School Diploma, or equivalent; must pass a police background check as required, and one (1) year of experience in a related emergency field required. Emergency dispatch/CJIS/ CAD and 911 experience desirable. Must be willing to work nights, weekends and holidays as needed. In addition to be able to work in a high volume work environment. Must be willing and able to work overtime as needed. ****THE STATE OF NEW JERSEY HAS A RESIDENCY LAW****

Equal Opportunity Employer

You may forward your application and resume to:

Gloria C. Vrabel
Principal Strategic Staffing Recruiter
Strategic Staffing Department
Email: GVrabel@njtransit.com
E-fax: 201-708-8726