



Caring for the Community ~ One Call at a Time

PRINCE GEORGE'S COUNTY GOVERNMENT

Department of Human Resources
1400 McCormick Drive, Suite 351
Largo, MD 20774

<http://www.goprincegeorgescounty.com/Employment/index.asp>

**INVITES APPLICATIONS FOR THE POSITION OF:
EMERGENCY DISPATCH AIDE - 08-034-57-MW**

An Equal Opportunity Employer

SALARY

\$30,616.00 - \$59,463.00 Annually

OPENING DATE: 07/01/08

CLOSING DATE: 09/30/08

THE POSITION

ROTATING SHIFT WORK ROTATING SHIFT WORK

The Office of Human Resources Management is seeking to establish a register of eligibles to fill current and future Emergency Dispatch Aide ,Grade P14, positions in Public Safety Communications (PSC), Office of Homeland Security.

This is an entry level trainee position that involves processing citizen requests for public safety service under normal and emergency conditions and providing information to the public, governmental agencies, Police, Sheriff, Fire/EMS and other law enforcement agencies. Incumbents work under close direction and supervision and learn the fundamentals of radio dispatching, Federal Communications Commission (FCC) rules, and regulations and Cardio-Pulmonary Resuscitation/Emergency Medical Dispatch/Emergency Medical Dispatch CPR/EMD procedures. Incumbents in these positions receive shift differential pay in addition to the base salary.

EXAMPLES OF WORK

Receives emergency and non-emergency calls; obtains information and makes referrals; records and enters pertinent and accurate information into the Computer Aided Dispatch (CAD) system; notifies dispatching personnel of calls for service and Supervisors of unusual and noteworthy incidents; performs computer queries; interprets information received from various agencies via

the computer; assists in training of new personnel in use of the CAD and call-taking procedures; and performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High school graduate or equivalent with coursework in typing, general business, office practices or other related clerical fields or equivalent combination of related training, education and experience.

Each applicant must include information that clearly demonstrates the above qualifications for this position.

ADDITIONAL INFORMATION

PREFERRED QUALIFICATIONS: Proficient with Computerized Windows Applications/Software (e.g. Microsoft Windows 2000, XP etc.).

TESTING INFORMATION: Applicants must pass a Computerized Public Safety Dispatcher/Call Taker (Dispatch Aide) Pre-Employment Test. Applicants who meet the education and experience requirements stated above will be notified of the date, time and location of the Test.

CONDITIONS OF EMPLOYMENT:

1. **Applicant must be able to work rotating shifts** that are subject to change per operational necessity.
2. Applicant must be CPR/EMD Certified within one (1) year of employment. Training is scheduled and funded by Public Safety Communications.
3. All PSC employees are considered "essential employees" and will be required to work during emergency situations (e.g. inclement weather, man-made & natural disasters, etc.)
4. Applicant **MUST** successfully complete a background investigation conducted by the Office of Human Resources Management, Public Safety Investigations.

DURATION OF ELIGIBILITY: Candidates will be selected from a temporary register of eligibles which will become effective approximately four (4) weeks after the closing date. Once a selection has been made, the register will expire.

ELIGIBILITY TO WORK: Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Applicants who are selected for employment will be required to show and verify authorization to work in the United States.

CLOSING DATE: All completed applications (walk-in, postal mail, and courier mail) **MUST** be received in the Office of Human Resources Management by 5:00 p.m., on September 30, 2008. Forward completed applications to:

THE PRINCE GEORGE'S COUNTY GOVERNMENT
OFFICE OF HUMAN RESOURCES MANAGEMENT
1400 McCormick Drive, Suite 159, Largo, MD 20774
Internet Address: www.princegeorgescountymd.gov

Applications can be obtained at the Office of Human Resources Management
or any branch of the Prince George's County Memorial Library System
or downloaded from the County's web site

Unsigned applications that are mailed or hand delivered applications will **not** be considered.

Prince George's County Government is an Equal Opportunity/Affirmative Action Employer
Committed to Diversity in the Workplace.

Applications may be obtained and filed online at:

<http://www.goprincegeorgescounty.com/Employment/index.asp>

or

1400 McCormick Drive, Suite 351,
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EMERGENCY DISPATCH AIDE - 08-034-57-MW Supplemental Questionnaire

1. Are you a high school graduate or do you have a GED?

Yes No

2. Do you have typing or keyboarding skills?

Yes No

3. Do you have general business, office practices or other related clerical experience?

Yes No