

DEPARTMENT HEADS AND DIVISION CHIEFS

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PROMOTIONAL / EMPLOYMENT OPPORTUNITY

Vacancy No: 166-2

Title of Position: Communications Specialist/Dispatcher

Vacancy exists in the Police Department's Administrative Services Division, Communications Unit.

Salary Range: \$18.66 - \$23.63 per hour/37.5 hours per week
(rate effective July 1, 2016)

Date Posted: June 14, 2016

Deadline for Applying: June 27, 2016

Remarks: This is a Classified/Bargaining Unit Position.

Examination Weight: 60% Written 40% Oral

Statement of Duties: Responsibilities will include reviewing communication center's reports and shift summaries for submission, and notifying supervisor of any emergencies/problems; operating Computer Communications Control Console, internal security system and surveillance system; receiving complaints/requests for service and dispatching which will require the operation of the Police Computer Assisted Dispatching System, Computer Records Management System, RI Law Enforcement Computer System, National Crime Information System, and the R.I. 911 System; and performing related work as required.

Education & Experience: Applicants should be high school graduates supplemented with computer experience using Windows based operating system. Applicants will also be required to pass a typing test verifying a minimum competency level of twenty-five (25) words per minute, or any equivalent combination of education and experience.

SPECIAL NOTE: Applicants will be subject to an extensive background criminal check prior to employment. Negative findings may prevent applicant from being considered.

Selection Process should take about 90 days to complete. Unsuccessful applicants may reapply after two years from date of test. *Union employees refer to Collective Bargaining Agreement. Applications will remain on file in the Personnel Department.

T.D.D. 739-9150 Telecommunications Device for the Deaf

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER