

Police Telecommunicator – Full-time
Starting Salary Range: \$27,358 to \$35,620
(Hiring salary dependent upon qualifications)
Position open until filled.

Under general supervision an employee in this position performs responsible public safety communications, dispatching, and related work for the Ayden Police Dept. and the Town. The employee receives incoming routine and emergency (E-911) police calls; dispatches proper personnel for assistance; and maintains contact with police units during patrol. Work also involves frequent public contact which requires tact, firmness and decisiveness in obtaining necessary information from people who are under extreme stress. Work is performed in accordance with Ayden Police Dept. and Town policy, State and federal law, supplemented with directions from sworn personnel. Work is often performed under stressful, emergency conditions and is subject to shift hours.

Employee must have a considerable knowledge of the operation of a police communications system and related Federal Communications Commission regulations; must be able to perform basic life operational functions to include sedentary work and the visual acuity to perform extensive reading and computer terminal work.

Requirements include graduation from high school plus some related communications or dispatching work experience or an equivalent combination of education and experience; a valid North Carolina driver's license along with certification or ability to obtain certification by the State of NC as a DCI operator is required within three months of employment.

The position is considered Safety Sensitive and as a conditional offer of employment, the successful candidate must pass a pre-employment medical exam and drug screen.

General Town applications are available at the Ayden Town Hall, 4144 West Avenue or for download at www.ayden.com. Please note applications must be signed before submittal.

Questions concerning this position should be directed to the Town Manager's Office, 252-481- 5826, Monday – Friday, 8:30 a.m. – 5 p.m., except holidays. Position will remain open until filled.

The Town of Ayden is an EEOC employer and does not discriminate against any qualified applicant.