

CALUMET CITY POLICE DEPARTMENT



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION **TELECOMMUNICATOR – POLICE DEPARTMENT**

JOB SUMMARY

This position is responsible for receiving and processing emergency and non-emergency calls from the public requesting police, fire, medical or other emergency services. This is a fast paced, challenging, and exciting career field. Operating a variety of communications equipment including Computer Aided Dispatch (CAD), Records Management System (RMS), radio consoles, telephones and other computer systems to dispatch and track the locations of emergency personnel and monitor and broadcast information to emergency personnel in the field. Additional duties include monitoring dispatch and law enforcement technology equipment, researching computer records, and updating and maintaining computer files and databases.

APPLICANT QUALIFICATIONS

- Must be at least twenty-one (21) year of age at the time of hire
- Must possess a high school diploma or equivalent
- Must pass a thorough background investigation, including polygraph, psychological, and medical and drug screenings
- Have knowledge of basic computer systems
- Have the ability to multitask, organizational skills, ability to work in a stressful but rewarding team environment with minimal direct supervision
- Must have excellent communication skills and the ability to read and speak clearly in English. Bi-lingual candidates are desired and encouraged to apply
- Available to work all 3 work shifts, weekends, holidays and extended hours when necessary
- Successful completion of the CritiCall Online Dispatching Exam

Anyone interested in the posting, please contact **Deston Dorchack** at ddorchack@calumetcity.org or **Deanne Jaffrey** at djaffrey@calumetcity.org.