



# Communications Technician Job Vacancy

The City of Dublin is seeking qualified candidates for the position of COMMUNICATIONS TECHNICIAN. All applications must be submitted through the City of Dublin website. Applicants can apply at [www.dublinohiousa.gov](http://www.dublinohiousa.gov) by clicking on "Careers" at the top right-hand portion on the main City website. Applications/resumes that are not submitted through the City of Dublin website will not be accepted. Supplemental materials do not need to be provided at time of application.

WAGE STRUCTURE: Step 1 - \$49,931.17; Step 2 - \$52,739.79; Step 3 - \$55,548.43; Step 4 - \$58,357.04; Step 5 - \$61,477.73; Step 6 - \$64,598.44  
(Advanced step placement in the pay range is based upon experience).

**THE CITY OF DUBLIN IS AN EQUAL OPPORTUNITY EMPLOYER**

## **Nature of Work**

This position provides communication to safety, other City personnel, and partnering agencies that fall under the Northwest Regional Emergency Communications Center (NRECC). Work involves operating various radio and computerized equipment to receive, relay and transmit information to safety (Police & Fire), service, and other appropriate personnel.

## **Essential Functions of Work**

Receives and transmits radio communications and dispatches safety, services, and appropriate personnel as well as coordinating back up support as necessary.

Receives, records, and logs 9-1-1 and non-emergency telephone calls and complaints as well as answers inquiries from the public regarding a variety of issues and events.

Operates LEADS and NCIC database software to query, verify, and enter criminal justice records.

Activates the Dublin Emergency Warning System (outdoor siren system) and the Dublin Emergency Calling System to notify the public of emergency situations such as severe weather warnings, hazardous material incidents, and other public emergency situations.

Provides the public and City employees information concerning special events, landmarks, and directions.

## **Minimum Qualifications**

Possession of High School Diploma or GED and some experience as a Communications Technician with computer aided dispatch (CAD) automated information/communications system strongly preferred, or any equivalent combination of education and experience.

Must be at least 18 years of age at time of application.

Must be a United States Citizen or United States Permanent Resident.

Possession of a valid driver's license.

Ability to communicate clearly and effectively under extremely stressful conditions, listen attentively to radio transmissions for long periods of time, and attend to information requests from numerous parties.

Ability to transmit information verbally in a clear, concise, and accurate manner.

Ability to respond to emergency calls in an appropriate, effective, efficient, and calm manner.

## **Necessary Special Requirements**

Must obtain LEADS and NCIC certification.

## **Other Requirements**

Successful completion of all phases of the Selection Process prior to appointment. (Process includes application phase, information session, CitiCall Assessment, structured panel interview, background investigation and record check, final interview with the Chief of Police, polygraph examination, psychological evaluation, medical examination, and drug test.)

Must establish and maintain a primary place of residence within a County within which the Division of Police has jurisdiction, or a county contiguous with such County of jurisdiction. (List includes Franklin, Delaware, Union, Morrow, Marion, Hardin, Logan, Champaign, Madison, Pickaway, Fairfield, Licking, and Knox Counties.)

Compliance with training directives established by supervisory/managerial personnel.

Adherence to all applicable Federal and State safety laws, rules, and regulations and City safety policies/procedures.

Regular and punctual attendance is regarded as an essential requirement of this classification.