

**CLARION COUNTY
Job Posting
March 1, 2024**

<input checked="" type="checkbox"/> External
<input checked="" type="checkbox"/> Internal

POSITION: Telecommunicator I
Non-Exempt, Full-Time, 80 hours per pay.

DEPARTMENT: 911, Shippenville, PA

PAY GRADE: \$14.00/hour starting rate

BENEFITS: Up to family coverage for health, dental, and vision insurance effective first of the month after date of hire (employee pays 12.5% of premium, county pays 87.5%). \$1,500 stipend if you do not need the county insurance. Life insurance coverage at no cost to employees. 5 Vacation days first year, 10 vacation days starting second year, 3 personal days per year, 10 sick days per year, 13 paid holidays off. Enrollment in Clarion County's Pension plan (vested after 5 years, eligible to retire at 55 with 20 years of service).

POSTING DATE: Friday, March 1, 2024

DEADLINE TO APPLY: Friday, March 15, 2024 at 4:00 PM

HOW TO APPLY

A County application is required to be considered for the advertised vacancy.

Applications are available at:

www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php

OVERALL OBJECTIVE OF JOB

To receive 911 emergency calls, determine appropriate responses, and dispatch necessary services.

ESSENTIAL FUNCTIONS OF JOB

1. Receives 911 emergency calls; evaluates the circumstances and provides appropriate responses.
2. Follows chain of command response and posts dispatch to assure common understanding of call; provides additional assistance to responding agencies as needed, i.e., fire, police, emergency medical services, etc.
3. Provides pre-arrival instruction and dispatches emergency services/fire/police as necessary.
4. Coordinates response of emergency services.
5. Provides support and resources to field outlets.
6. Provides radio communications for police, fire, and EMS units.
7. Pages on-call personnel for County/municipal agencies when needed.
8. Maintains confidential files and procedure records and log sheets for department.
9. Operates computer and technical equipment.
10. Interacts with multiple departments and field staff.
11. Enters incident information into computer files.
12. Processes various forms, reports, and other departmental work as required.

CLARION COUNTY

Job Posting

March 1, 2024

13. Keeps updated on all applicable policies, procedures, and regulations regarding emergency services and related areas.
14. Verifies licenses, firearms, and other requirements to authorized agencies using the CLEAN SYSTEM.
15. Monitors weather conditions and alerts the Telecommunicator II on duty and/or the Director or Deputy Director.

OTHER DUTIES OF THE JOB

1. Attends trainings, seminars, and in-services as required.
2. Assists in keeping office neat and orderly.
3. Performs other duties as assigned.

SUPERVISION RECEIVED

Receives frequent instruction and supervision from Telecommunicator II and/or the Director or Deputy Director of Public Safety.

SUPERVISION GIVEN

None.

WORKING CONDITIONS

1. Works in adequate workspace, lighting, and temperatures, but with fluctuations in ventilation.
2. Works with average indoor exposure to noise, but subject to frequent disruption and stress.
3. Normal indoor exposure to dust/dirt.

PHYSICAL AND MENTAL CONDITIONS

1. Must possess the ability to record, convey and present information, explain procedures, and follow instructions.
2. Must be able to sit for long periods throughout the workday with intermittent periods of standing, walking, bending, twisting, and reaching to carry out duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Light work, with occasional lifting/carrying of objects with a maximum weight of twenty pounds.
5. Must demonstrate emotional stability.
6. Must be able to cope with physical and mental stress.
7. Must be able to move frequently throughout the workday.
8. Must be able to pay close attention to details and concentrate on work.
9. Must be able to react quickly mentally and physically to emergency situations.

CLARION COUNTY
Job Posting
March 1, 2024

POSITION REQUIREMENTS

- Must be 18 years of age at the time of appointment to position.
- Must have and maintain a clean criminal record.
- Must be able to obtain certification in CPR.
- Must possess or obtain certification in the APCO 40-hour Dispatcher Training, a Pennsylvania approved Priority Dispatch Emergency Medical (EMD) Program, and the CLEAN Terminal Operator program.
- Must maintain all certifications, including those that are state mandated.
- Must successfully complete pre-employment drug screening, hearing test, and background checks.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner to carry out the essential job duties.
2. Must possess effective communication and interpersonal skills.
3. Must possess ability to function independently, have flexibility, and the ability to work effectively with others.
4. Must possess the technical knowledge of operating personal computers and other office and communication equipment.
5. Must possess ability to coordinate response of emergency services and provide support to field units.
6. Must possess general knowledge of office practices and procedures, including ability to maintain accurate files and record keeping.
7. Must possess ability to act quickly and calmly in emergency situations.
8. Must be able to multitask and pay attention to detail.
9. Must possess ability to maintain confidentiality regarding County information and records.

HOW TO APPLY

A County application is required to be considered for the advertised vacancy. Applications are only accepted for positions in which we are *actively* recruiting. Applications received for positions not being advertised or general/blanket applications will be discarded.

Please submit application to:

Human Resources
Administration Building, Second Floor
330 Main Street
Clarion, PA 16214

Applications are available:

- Online by visiting:
www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php
- In-Person by visiting the Clarion County Human Resource Office on the 2nd floor of the

CLARION COUNTY

Job Posting

March 1, 2024

Administration Building located at 330 Main Street, Clarion, PA 16214

- By fax or e-mail. You must contact the Clarion County Human Resource Office by calling 814-226-4000 EXT 2909 to share your e-mail or fax number.

DEADLINE TO APPLY: Friday, March 15, 2024 at 4:00 PM

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
CLARION COUNTY IS A DRUG FREE WORKPLACE

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT AT 814-226-4000 EXT 2909 FOR ASSISTANCE.