

Applicant # _____

LEWIS-GILMER E-911
APPLICATION PACKAGE

DATE RECEIVED

TO BE FILLED IN BY OFFICE PERSONNEL

DATE AND TIME OF CLOSING

03/22/2017

APPLICATION IS ONLY GOOD FOR A PERIOD OF TWO (2) YEARS

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS _____

CITY, STATE, AND ZIP: _____

TELEPHONE: (HOME) _____ (WORK) _____

Employee Application Telecommunicator
Lewis-Gilmer E-911
201 Orchard Street, Weston, WV 26452

PLEASE READ CAREFULLY

The Telecommunicators main objective and duties are to receive requests for help and/or assistance, no matter how slight or major the request is and to determine which agency or agencies shall be directed to the scene. It must be realized that any and/or the entire request received have the possibility of being life threatening.

- Have the ability to express thoughts concisely and meaningfully with an effective speaking voice, good diction, good telephone technique, and in writing when necessary.
- Have the ability to deal tactfully, courteously and skillfully with the human relation aspect and with other problems which may arise involving Communications Center Personnel, Public Safety Agency Personnel, and the general public.
- Have the ability to think and act quickly and effectively in emergency situation, and when necessary, handle several communications simultaneously; yet function with accuracy, speed and emotional self-control.
- Have the ability to work in a tobacco free environment, in close quarters, with infrequent breaks and sometimes long strenuous hours.

The position for which you are about to apply will expose you to information that must, by requirement of law, be kept strictly confidential. For this reason, for you to be considered for the position, you must be willing to submit to rigid testing, thorough interview, and a complete background investigation.

Attached to this application is a Privacy Act Statement. You are required to read and sign the statement to insure further consideration of you application.

All Sections of this application, along with a submitted resume, must be returned to the 911 Center, no later than the posted closing.

POSITION DESCRIPTION TELECOMMUNICATOR

DEFINITION

Performs work involved with emergency service dispatching from a centralized public safety communications center.

EXAMPLE OF DUTIES

(The following are intended to illustrate typical duties; they are not meant to be inclusive or restrictive.)

Receives training in Emergency Services Response, Emergency Medical Services, Communication Equipment Operations, Fire Service Related, Law enforcement Related Procedures, Teletype, Computer Aided Dispatch., Computerized Telephone and Radio.

Performs in accordance with 911 policy, orders, and statements of procedure and protocol.

Receives telephone calls from the public concerning emergency and non-emergency situations relating to law enforcement, medical, fire, disasters and other related incidents.

Records pertinent information and transmits same to agencies and individuals. Maintains records and reports of activities. Makes referrals to other public service agencies when appropriate.

May provide pre-arrival instructions to caller, utilizing established protocol and procedures.

Monitors and operates telephones, radios, teletype, alarm panels, video monitors, recorders, computers, and all other equipment located within or controlled by the 911 facility.

Uses a wide variety of radio frequencies to inform and coordinate activities of participating emergency service agencies and surrounding county agencies when appropriate.

Maintains a clean and safe working environment and takes care to protect all equipment and materials associated with the E-911 Center and facilities of the Lewis County Office of Emergency Management.

Provides for general cleanliness and order within the 911 facility.

Will assist in the training of new employees.

Suggests improved communications practices.

Perform other reasonably related duties as assigned by 911 facility employees operating in a supervisory capacity.

SUPERVISION RECEIVED

Works under the general supervision of a Senior Telecommunicator/Supervisor.

SUPERVISION EXERCISED

Performs supervision-counseling as required or directed.

WORKING RELATIONSHIPS

Relationships are typically with the general public or outside agencies or specialized matters that may include handling difficult relationships or solving minor difficulties. Must work closely with fellow employees, get along with others, and communicate well with fellow employees. We are a small group and need to act like a small family.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND CHARACTERISTICS:

KNOWLEDGE

Ability to gain knowledge of the communities, including major facilities, highways, streets, landmarks, etc. Ability to gain knowledge of various communications and emergency response procedures. Working knowledge of business English, Spelling and Grammar.

SKILLS

Skilled in the use of a computer at a minimum of twenty (20) words per minute, to transcribe hand-written copy and/or simultaneous oral communications.

Skilled in map reading.

Skilled in reading and understanding complex technical documents written in English, such as laws, ordinances, procedures, medical protocols, technical manuals, training manuals, computer printouts, and public safety reports.

Skilled in observing, hearing, remembering, and recording facts and details such as those contained in oral and written directives, radio communications, and telephone communications.

Skilled in organizing and analyzing a variety of information and applying selected knowledge, which is learned during employment, in order to decide on an appropriate and reasonable course of action.

Skilled in exercising tact, self-restraint, judgment, and strategy in dealing with a wide variety of people in various emotional states

ABILITIES

Ability to communicate effectively by radio, by telephone and in person.

Ability to accurately comprehend auditory input, particularly those inputs received via telephone and radio transmissions.

Ability to utilize eyes, ears, fingers, arms, and/or torso in a mobile and coordinated manner.

Ability to react immediately and precisely to sudden stimuli.

Ability to perform duties under stress with speed and accuracy.

Ability to sit continuously for long periods in a tobacco free environment with no exterior windows and minimal breaks.

Ability to remain calm and react appropriately under stress.

Ability to establish and maintain effective working relationships with other employees, user agency personnel and the general public.

Ability to type a minimum of twenty (20) words per minute required.

Ability to establish and maintain effective working relationships with other personnel and other agency personnel required.

Ability to quickly make a decision based upon protocol, knowledge, and common sense required.

Ability to have a valid Driver's License

Ability to have dependable transportation to work

NO FELONIES

QUALIFICATION REQUIREMENTS

CHARACTERISTICS

Health free from disabling physical and mental defects that would affect the ability to efficiently handle assigned duties.

Mental alertness.

Clear and pleasing voice. (Businesslike & Professional)

Willing to accept rotating work assignments on day, afternoon or night shifts, weekends and holidays. Must be willing and able to respond to occasional short notice call-out requests on/off duty time.

Temperament suited to the position, to be able to remain alert during periods on inactivity, as well as during routine and times of overload.

Report to work on time and in all types of weather and road conditions. You must understand the importance of this position and why you must attend when scheduled.

EDUCATION

Completion of High School or GED required

Willingness to establish and actively maintain a program of continuing education directed to self-improvement in the position required.

Be able to read, write and speak the English Language.

A bilingual applicant is desirable, but not required.

TRAINING

Formalized training in the operation of a centralized public safety communications facility preferred.

Training in police, medical, or fire activities preferred.

Have proficient computer skills.

EXPERIENCE

Desirable but not mandatory

SPECIAL REQUIREMENTS

Employee is subject to a background investigation, No Felony's.

Because of the nature of the job an employee must be able to be reached by telephone land-line/cell phone and/or wireless device, in case an emergency call-out may be needed. Applicants will give all phone numbers for above to the Director and keep them updated when moving and or changing Cell phones.

Off duty employment will not be permitted when it may impair with on duty efficiency or conflict with duties and responsibilities.

Employee must reside within a thirty (30) minute-drive of the Lewis-Gilmer E-911 This must be communicated with the Director.

Must have a current and valid Drivers License. Must have dependable transportation for all types of weather.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking and occasional lifting of light objects. Work is performed in an office type environment.

KNOWLEDGE SKILLS & ABILITIES -Review

- Considerable knowledge of Telephones/Radios/Cad procedures and equipment
- Proficiency in working with interpersonal communications and report preparation and presentation.
- Ability to supervise and interact with other personnel.
- Good communication skills, both oral and written.
- Ability to work independently as well as with a team.
- Strong organizational skills
- Skilled in the operation of Computers.

LEWIS-GILMER E-911

WORKING CONDITIONS STATEMENT

The Lewis-Gilmer E-911 Director understands that the position of Telecommunicator requires great sacrifice of the person assigned to the position. It is the understanding, which results in the effort to make working conditions within Lewis County Dispatch as pleasant as humanly possible while still achieving the goals of the Lewis-Gilmer E-911 Emergency Communications Center.

The work of a 911 Telecommunicator is considered extremely stressful. The nature of the work in combination with working conditions has the potential to be disruptive of the home environment. Applicants must understand and be willing and able to work under the following conditions:

- Must be willing to work any schedule, which has been deemed advantageous to the Lewis-Gilmer E-911 Dispatch Center. To include a rotating shift schedule.
- Must be willing to rotate days off if deemed advantageous to the Lewis-Gilmer E-911 Dispatch Center.
- Must be willing to work overtime, on short notice, and on regularly scheduled days off as deemed advantageous to the Lewis-Gilmer E-911 Dispatch Center.
- Must understand that the scheduling requirements of the position take priority over controllable personal commitments.
- Must be willing to comply fully with all written and verbal instructions.
- Must be willing to come to work even in the worst of weather, as for that is usually when we need everyone to provide services.
- Must be willing and able to respond to occasional short notice call-out requests on/off duty time when emergencies arise.
- Requirement of having access to a phone, cell phone, electronic device and/or willing to carry and monitor a pager for immediate notification if the 911 Center needs you in case and emergency arises and/or some calls off and give all numbers home and cell so as contact can be made.
- Must have dependable transportation

Once again, every effort will be made to insure that an employee of the Lewis-Gilmer E-911 Dispatch Center is treated with dignity, respect and understanding. The purpose of this form is to insure that you, the applicant, understand the inherent problems associated with working in the Communications Center. You are urged to carefully consider your willingness to work under the aforementioned conditions.

I, the undersigned, understand the working conditions within the Communications Center as outlined above and wish to be considered for the position with the realization that the conditions are not likely to change. I have also read the job information available on the website.

APPLICANT SIGNATURE

DATE

NOTICE:

This agency shall begin pre-employment as well as random drug and alcohol testing. By signing below you acknowledge, understand, and are prepared for testing at any time.

APPLICANT SIGNATURE

DATE

PRIVACY ACT STATEMENT

Data required by Privacy Act of 1974

PLEASE READ CAREFULLY

Authority for collection for information including Social Security Number is contained in 5USC 3331, 32USC 708, 44USC 708, 44USC3101, 32USC 708, and Sections 133, 265, 275, 504, 508, 510, 672(d), 678, 837, 1007, 1071 through 1087, 1168, 1169, 1475 through 1480, 1553, 2107, 3012, 5031, 8012, 8033, 8496, and 9411 of 10USC and Executive Orders 9397, 10450, and 11652.

This authority for collection of information must be signed by you giving the Lewis-Gilmer E-911 Administrators and/or their agent permission to conduct a thorough background investigation with agencies such as the credit bureau, medical and mental institutions, law enforcement agencies, and other agencies with might be of concern for the completion of the investigation. This voluntary release allows Lewis-Gilmer E-911 Administrations and/or their agent to contact agencies for release of information and accurate documentation concerning your past personal history, your employment history, and your financial status.

AGREEMENT

I certify that all answers and information submitted by me are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquire of my personal, employment, financial, and medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from liability in responding to inquiries in connection with my application.

In the even of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the Lewis County Commission.

APPLICANT SIGNATURE

DATE

LEWIS-GILMER E-911
EMPLOYEE APPLICATION

DATE OF BIRTH: _____

Drivers License Number _____

ADDRESSES FOR THE PREVIOUS FIVE YEARS WITH DATES:

ARE YOU AVAILABLE TO WORK () FULL TIME? () PART TIME?

ON WHAT DATE WOULD YOU BE AVAILABLE FOR WORK? _____

___ YES ___ NO ___ ARE YOU A CITIZEN OF THE UNITED STATES

___ Yes ___ NO ___ HAVE YOU EVER FILED AN APPLICATION WITH
LEWIS CO?

DATE OF APPLICATION: _____

IF YOU ANSWER YES TO THE FOLLOWING QUESTION, PLEASE GIVE
PARTICULARS BELOW. A YES ANSWER DOES NOT AUTOMATICALLY
DISQUALIFY YOU FROM CONSIDERATION.

YES ___ NO ___ HAVE YOU EVER BEEN CHARGED OR CONVICTED OF ANY
CRIME? PLEASE LIST- Use back if necessary

YES ___ NO ___ HAVE YOU READ AND UNDERSTAND THE POSITION
DESCRIPTION LOCATED ON OUR WEBSITE WWW.LEWIS-GILMERE-911.COM

Have you ever been employed by this company before? (Circle one) YES NO

If " Yes", in which department/office? _____ When? _____

Department head or elected official' name _____

Reason for leaving: _____

Special Questions

DO NOT ANSWER ANY of the questions in this section unless the employer has checked a box preceding a question indicating that the information is required for a bona fide occupational qualification, or dictated by national security laws or is needed for other legally permissible reasons.

- Height _____ feet _____ inches Citizen of U.S. _____ Yes _____ No
 - Weight _____ lbs. Date of Birth* _____
 - What foreign languages do you speak fluently? _____
- Read _____ Write _____

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basics of age with respect to individuals who are at least 40 but less then 70 years of age.

Have you ever been convicted of a felony: (circle one) YES NO
 (A conviction will no necessarily disqualify an applicant from employment.)
 If yes, give location, date, charge and disposition of cases(s) on a separate page.

If applying for a position, which requires driving a vehicle, please provide the following information:

I have a valid driver's license (circle one) YES NO
 What state are you licensed in? _____

EDUCATION	Name & location of school	# Of years	*Graduate?	Subjects studied?
Elementary/grammar				
High School				
College				
Trade business other				

*The age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less then 70 years of age.

Degree(s)/certification(s) achieved _____

List subjects of special study or research _____

MILITARY INFORMATION

If you have served in the U.S. Military, please provide the following information:

Branch of Service: _____

From: _____ To: _____

Type of Discharge: _____

Are you presently serving in the National Guard or Reserves? (Circle one) YES NO

Do you have any disabilities that would prevent you from performing the work for which you are being considered? (Circle one) YES NO

If "Yes" please describe _____

Have you any defects in hearing? _____ vision? _____ speech? _____

COMPUTER SOFTWARE

Please list any computer software you use and rank your proficiency as either "familiar", "competent" or "skilled".

FORMER EMPLOYERS (list below the last four employers, starting with the last one first)

Date Month & Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From To				
From To				
From To				
From To				

REFERENCES: Give below the names of three persons not related to you whom you have known for at least one year.

Name	Address	Business	Years acquainted
1.			
2.			
3.			

Please use this space to explain employment history interruptions since high school that does not pertain to pregnancy, childcare, disability or any other protected activity.

I HEREBY AUTHORIZE YOU TO CONTACT: MY PRESENT EMPLOYER (S):

(CIRCLE ONE) YES NO

Applications/resumes for advertised positions will be kept on file for a period of two (2) years.
 Applications/resumes accepted for general employment will be kept on file for a period of six (6) months.

I hereby authorize the employer, its representatives, employees or agents to conduct all pre-employment inquiries and tests as described. I further authorize the employer and its agents to verify all statements contained in this application and any other materials I submit in connection with my employment application. I agree to complete any requisite authorizations forms. I release the employer, its agents and all providers of information from any liability arising out of the gathering and use of such information. In the event of employment, this authorization and release is valid throughout my employment and a photocopy is as effective as the original.

I understand all offers of employment are conditional upon satisfactory reference checks, successful completion of all pre-employment tests and production of all documents necessary for the employer to verify my identity and work authorization in accordance with the requirements of the Immigration and Naturalization Services.

As an employer, this organization is subject to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Applicants who believe they are covered by these Acts are invited to identify their disabilities and special accommodations they feel are necessary to adequately perform their jobs. Submission of this information is strictly voluntary and may be made to the proper department head or elected official or County Designees.

I certify the information provided in this application is true and complete to the best of my knowledge. I understand withholding pertinent information or submitting false or misleading information on this application, my resume, during interviews or at any other time during the hiring process constitutes valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand and agree that the employer shall not be liable in any respect if my employment is so denied or terminated.

I further understand that positions within certain departments may require criminal background checks and/or Motor Vehicle Record (MVR) checks and authorize the employer, its representative, employees or agents to perform such investigations.

I understand the acceptance of this application by the employer neither expresses nor implies I will be offered employment. I understand my employment is at will and I may resign at any time for any reason; similarly, my employment may be terminated by the organization at any time for any reason. Any changes to this at-will employment agreement will not be valid unless in writing signed by me and a duly authorized representative of this employing organization.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE AUTHORIZATION AND AGREEMENT STATEMENTS.

SIGNATURE OF APPLICANT _____

DATE _____