

## **JOB VACANCY #JV 2019-24 Telecommunicator I (11 pm-7 am)**

**THE POSITION OF:** Telecommunicator I  
**DEPARTMENT/DIVISION:** Police/Special Services  
**CLASSIFICATION:** AFSCME 2763-Rank & File  
**POSTING DATE:** July 30, 2019  
**STARTING PAY RATE:** \$19.32 per hour, 40 hours per week

Qualified, interested candidates **must submit a current resume and application.** Applications and resumes can be submitted at [www.readingpa.gov](http://www.readingpa.gov) under employment opportunities. \*Questions – Please email [jobs@readingpa.gov](mailto:jobs@readingpa.gov)

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### **POSITION SUMMARY:**

Typical job duties may include but are not limited to:

- Answering emergency and non-emergency citizen calls for police assistance.
- Complete Assignment Cards, Computer entries; forward to Radio Dispatcher.
- Signs out keys for unmarked police vehicles.
- Retrieve and enter information into law enforcement computer systems.
- Refers the public to other agencies for assistance.
- Monitor burglar alarms, panic alarms, fire alarms, and security systems.
- Operate police radio communications on a regular frequency.
- Monitor City and County Fire, EMS, and Police Communications network if assigned.
- Run License checks for Central records, District Courts, and authorized City Agencies.
- Dispatch police calls on assigned and unassigned calls, including assignment and backup units.

### **MINIMUM QUALIFICATIONS:**

#### ***Educational/Experience Requirements***

- Must be a high school graduate or have equivalent work experience.
- Requires completion of a successful background check by the Police Department.
- Must be able to operate radio dispatching equipment unit.
- 3 years customer service experience required; dispatch center experience preferred.
- Must be able to work rotating shifts, evenings, weekends, and holidays as needed.
- Must be able to type at least 35 wpm with accuracy.
- Must be familiar with Windows operating system.

**Hours: 11:00 pm – 7:00 am**