

State of Nevada Announces

PUBLIC SAFETY DISPATCHER I

Job Recruitment Information

APPROXIMATE ANNUAL SALARY - \$32,677.20 to \$47,606.40 PAY GRADE: 27

For more information on benefit and retirement programs, please see the sections below.

In order to receive consideration, applicants must indicate their availability for any work type, travel, and location requirements listed.

The Position

Public Safety Dispatchers perform technical communications work in the operation of a district, central, or statewide communications center including but not limited to: providing assistance to law enforcement units in both routine and emergency situations; dispatching enforcement units and other emergency mobile units from a computerized dispatch center; researching various criminal justice records systems and transmitting the required information; placing telephone calls for officials and registered vehicle owners at accident scenes; providing assistance to other law enforcement agencies as requested; maintaining a variety of logs and records; and preparing statistical summaries on center activities.

Incumbents perform in a trainee capacity and acquire the knowledge, skills and abilities required in this occupation.

MANDATORY SPECIAL REQUIREMENTS: A typing certificate (issued within the last 6 months) must accompany your application and must verify your NET typing speed of at least 40 words per minute. **NO ONLINE TYPING TESTS WILL BE ACCEPTED.** This typing certificate may be attained through any Job Connect office, Community Colleges, Manpower or other staffing agencies (Must have Company name, phone number and signature). **THIS RECRUITMENT MAY CLOSE AT ANYTIME DEPENDING ON THE NUMBER OF APPLICATIONS RECEIVED**

To see full Class Specifications visit: http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-11_0/

To Qualify:

In order to be qualified, you must meet the following requirements:

Education and Experience (Minimum Qualifications)

Graduation from high school or the equivalent and two years experience in clerical, data entry, telephone switchboard or radio telephone work; OR an equivalent combination of education and experience. Additional experience can be substituted for high school education.

Special Notes Applicants must meet the minimum typing speed established by the agency at the time of recruitment. Incumbents must pass the NCIC certification examination within six months of appointment and every two years thereafter as a condition of continuing employment.

Special Requirements

Pursuant to NRS 284.4066, this position has been identified as affecting public safety. Persons offered employment in this position must submit to a pre-employment screening for controlled substances.

Positions require work on evenings, weekends, and/or holidays.

A State of Nevada/FBI background check will be required of the selected applicant.

The Examination

Application Evaluation Exam

The exam will consist of an application evaluation. It is essential that applications include extensively detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview.

INFORMATIONAL LINKS

For more information about state employment, visit the following:

Division of Human Resource Management: <http://hr.nv.gov>

Public Employees Retirement System: <http://www.nvpers.org>

Public Employees Benefits Program: <http://pebp.state.nv.us>

Direct Inquiries or Correspondence to:

Division of Human Resource Management

Northern Nevada

209 East Musser Street,

Room 101

Carson City, Nevada 89701-4204

TDD for the Hearing Impaired (800) 326-6868 Division of Human Resource Management

Southern Nevada

555 East Washington Avenue,

Suite 1400

Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868