



CITY OF ST. PETERSBURG, FLORIDA
An Affirmative Action/Equal Opportunity Employer
JOB ANNOUNCEMENT

POSITION – IRC49135

Public Safety Telecommunicator Trainee

DEPARTMENT

Police

CLOSE DATE

Open Until Filled

SALARY

\$18.27 - \$27.88 per hour

DESCRIPTION

REQUIREMENTS TO WORK AS A PUBLIC SAFETY TELECOMMUNICATOR TRAINEE IN THE POLICE DEPARTMENT

For this position, a selected candidate will be required to undergo a criminal background check, and a credit history check. Applicants must fully disclose criminal history. Please refer to the St. Petersburg Police Department website for details:

Selection standards

<http://police.stpete.org/employment/communications/communications-forms.html>

Screening Process

<http://police.stpete.org/employment/communications/communications-screening.html>

Applicants must submit a resume with their application to be considered.

Individuals hired by the City as Public Safety Telecommunicator Trainees, as a condition of continued employment, must complete the 911 Public Safety Telecommunicator Program and pass the Florida Certification Exam within eleven and one-half (11-1/2) months of appointment to the position; and must also successfully complete call taker, teletype, and dispatch training within twenty-four (24) months of appointment to the position. This position handles incoming emergency and non-emergency calls on an ACD system using a computer aided dispatch system. Work includes receipt and transmission of radio messages; and dispatching police units to emergency or non-emergency situations throughout the City and surrounding areas. Employees work rotating shifts which cover 24 hours each day and include holidays and weekends. This position requires a three (3) year commitment.

JOB REQUIREMENTS

Minimum Qualifications. Applicants must:

- Possess a valid high school diploma or GED equivalency.
- Have good oral and written communication skills.
- Be familiar with computers using a Microsoft Windows operating system.
- Have excellent customer service skills (at least 6 months experience).
- Have accurate typing skills.
- Be able to effectively multi-task.
- Acknowledge this position is designated as Emergency Critical (EC) and if hired into this position, you must be immediately available to the department before, during, and after a declared emergency and/or disaster.

IMPORTANT APPLICATION INSTRUCTIONS

For purposes of employment, re-employment, promotion, transfer or demotion, the most qualified applicant will be selected to continue in the hiring process. At this point, any prior criminal records will be verified. A prior criminal record will not necessarily disqualify a selected applicant from employment. The City of St. Petersburg is committed to a Drug Free Workplace and compliance with the Department of Transportation (DOT) drug testing rules. Applicants may be required to successfully complete pre-employment drug testing and/or medical exams.

HOW TO APPLY

Apply online at www.stpete.org/jobs - Select Apply for Jobs/Register/View Job Postings. City employees must use the Current City Employee link or use a City computer to access iRecruitment Employee Candidate. **The City of St. Petersburg is committed to affirmative action and equal opportunity employment, and encourages individuals with disabilities and veterans to apply for posted positions. In accordance with Chapter 295 of the Florida Statutes, qualified servicemembers/veterans and the spouses/family members of certain servicemembers/veterans receive preference/priority in employment. Eligible applicants are responsible to apply for Veterans' Preference at the time of submission of any job application. Reasonable accommodations may be made for qualified individuals with disabilities to apply, to interview for positions and to perform the essential job functions.**