



## Village of Tinley Park - Employment Opportunity

The Village of Tinley Park is an Equal Opportunity Employer and a Drug Free workplace.

### 911 Telecommunicator (Part-time)

**Posted: April 11, 2018**

**Closing Date: April 25, 2018**

The Village of Tinley Park (population approximately 57,000) seeks qualified applicants for the Part-Time position of 911 Telecommunicator ("TCO"), responsible for effectively communicating with people in highly stressful situations that may be for extended periods of time. The TCO is also responsible for understanding and operating the Village-wide 911 Emergency Communications System. The Village-wide 911 system is in current operation at the Tinley Park 911 Command Center, located in the John T. Dunn Public Safety Building. The facility is equipped with state-of-the-art communications technology and designed to provide police, fire and EMS service for the Village of Tinley Park. This position reports to the Lead TCO and Operations Coordinator. All probationary telecommunicators will be required to adhere to specific expectations, provided at time of interview.

**Schedule:** Weekly schedule will consist of one or more shifts of eight (8) hours and/or twelve (12) hours including evenings (midnights), and **required** work on holidays and weekends. Hours per week typically are a minimum of twenty (20) hours per week.

**Required Knowledge and Skills:** Techniques and practices of public safety communications, consistent punctuality and attendance, appropriate judgment and ability to multi-task when necessary, ability to assess condition of caller and situation accurately and courteously.

**Minimum Qualifications:**

- High School Diploma or GED Equivalent
- Valid Illinois Driver's License
- Prior experience as Police and/or Fire Dispatcher
- Emergency Medical Dispatcher ("EMD") certification

**Starting Hourly Pay Rate:** \$20.65

**Application Process:** Interested candidates must submit resume, cover letter and completed Village of Tinley Park Application for Employment obtained at [www.tinleypark.org](http://www.tinleypark.org) or in person at the Village Hall. Submissions must be postmarked, e-mailed or received in the Village Hall night drop by 5:00 p.m. on April 25, 2018.

**Mail to:** Human Resources, Village of Tinley Park, 16250 South Oak Park Avenue, Tinley Park, IL 60477.

**Email to:** [humanresources@tinleypark.org](mailto:humanresources@tinleypark.org)