



COLUMBIA 911 COMMUNICATIONS DISTRICT
JOB ANNOUNCEMENT ♦ COMMUNICATIONS SPECIALIST
(Posted: July 31, 2018 ♦ Closing date: August 31, 2018 at 5:00 pm)

Columbia 9-1-1 Communications District (C911CD) is recruiting for full-time Communications Specialists. Successful candidates will be placed in to a training program that will provide on the job training to answer both emergency and non-emergency calls, dispatching fire and medical personnel and law enforcement. Refer to the job description for further details on qualifications, knowledge, skills and abilities.

AGENCY BACKGROUND

C911CD is the 9-1-1 Public Safety Answering Point (PSAP) for Columbia County. We dispatch police, fire and medical agencies, within our county. Additionally, we provide a variety of communication support activities for both public and private entities. The District is governed by a five-member Board of Directors elected from throughout the county. C911CD is a government agency and employees are in the public sector.

SALARY ♦ HOURS ♦ BENEFITS

- The current training wage starts at \$3129 per month.
- The current full-time range after training is \$3778 to \$4890 per month.
- Currently working 4-10 hour shifts with 3 consecutive days off.
- Weekends, holidays, and various rotating day, evening and night work schedules are required.
- Outstanding benefit package.

TESTING PROCESS

The District has an extensive testing process to help assist us in making the proper selection decision. Failure to successfully pass any step during testing will result in disqualification with a minimum 90 day waiting period before the applicant may reapply, at which time the District must still be actively accepting applications. Some failures (such as drug testing) will result in permanent

disqualification. Applicants should include a valid email and telephone number for correspondence during the process.

- Step 1: Applicant will submit the application packet found on the District website. All submitted materials will be reviewed for minimum requirements and desired qualifications. Incomplete applications will not be accepted.
- Step 2: Considered applicants will have an initial pre-screen background check. (criminal history, data base check and DMV records check)
- Step 3: Considered applicants will be scheduled for the following mandatory tests:
- Typing (if the applicant scored a minimum of 35 WPM, but not the required 40 WPM one retest may be offered)
 - A high school equivalency test (no retest)
 - Criti-Call multi-tasking test (no retest)
- Step 4/5: Considered applicants will be provided the opportunity to schedule an observation period with C911CD Communications staff members. The observation period will be a maximum of 1.5 hours long and may be scheduled at various times of the day. The observation period allows the applicant the chance to observe both call taking responsibilities as well as radio responsibilities.
- Step 4/5: Considered applicants will be submitted for a Background Investigation based on position vacancies and hiring needs. Adverse background data may be grounds for immediate disqualification.
- Step 6: Considered applicants will be scheduled for an Oral Panel Interview.
- Step 7: Considered applicants will be scheduled for an interview with Executive Director.
- Step 8: Considered applicants will be given a conditional employment offer and applicant will be scheduled for drug testing, physical and psychological evaluations. A final job offer will be contingent upon a successful Background Investigation.