

**City of Effingham**  
**POLICE DEPARTMENT**  
**Full-time - 911 Telecommunicator**

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Salary:	\$13.48 an hour - after 6mo. - \$14.26 - 12mos - \$15.01
Benefits:	10 Holidays, 2 personal days, 8 hours sick time per month 10 Paid vacation days after 1 year Holiday pay 1 ½ if scheduled the Holiday Illinois Municipal Retirement Fund (IMRF) Up to 3 funeral days per immediate family Partial Health Insurance paid/Life insurance
Responsibilities:	Answering 911 phone lines and non-emergency phone lines Determine nature of calls and dispatch to Police/Fire/ EMS units Document all information in CAD (Computer Aided Dispatch) Operating the LAW Enforcement Agencies Data System (LEADS) Operate and monitor 5 computer screens with different functionality for Police, Fire, and EMS Learn geographic area, map reading, disseminating directions Provide Pre-Arrival instructions using EMD guidelines Respond rapidly and effectively to emergency & stressful conditions Simultaneously handle multiple situations in an effective manner Effectively communicate with public, co-workers, and supervisors
Requirements:	LEADS Certification EMD Certification Certification in NIMS IS100, IS200, IS700, & IS800 CPR certification Blood Borne & Hazmat Certification Simultaneously operate multiple computer programs using 5 plus computer screens (multitasking)
Qualifications:	HS diploma or GED Type 40/50 words per minute Able to work weekends, Holidays, shift work various hours Multitasking Good communications, verbal and listening skills Good vision and hearing Sit for long periods of time
Hiring Process:	Written & typing Exam Oral interview Pass Background Investigation Pass Vision, hearing, and drug test 12-16 week training program, depending on experience

Applications can be picked up at City Clerks Office or the Effingham City Police Department. For  
Questions contact Communication Manager Jodi Moomaw at 217/342-5327