

EMERGENCY COMMUNICATIONS

911 DISPATCHER/TELECOMMUNICATIONS OPERATOR

The City of Aurora has opened testing for the position of Telecommunications Operator to establish an eligibility list.

Under general supervision of the Emergency Communication Manager or designee, performs duties including the operation of a two-way radio/telephone to dispatch emergency personnel. Enters data, tallies calls, and maintains logs of shift activities through use of Computer-Aided Dispatch Systems (CAD). Operates LEADS and NCIC terminal, TTD and TTY equipment. Also, performs general clerical duties.

Must have the ability to complete licensing requirements, speak clearly, work in a stressful environment, and multitask. Required to work rotating shifts during training, then first, second, or third shift including weekends and holidays.

Must be able to type 40 WPM, pass job simulation test, polygraph, psychological, interview, background investigation, and meet physical requirements. Position requires a high school diploma or G.E.D. Spanish bilingual skills desired.

Beginning salary is \$24.16/hour, after 6 months \$24.70/hour, after 1 year \$25.18/hour, and annual increases thereafter, plus a full benefit package.

Applicants must pass the job simulation test before moving forward in the selection process.

Visit: www.nationaltestingnetwork.com to register and select a testing location. There is a non-refundable testing fee of \$41.00.

To be considered for this round of hiring, the test must be completed by **July 15, 2016**.

To learn more about the City of Aurora, IL, visit <https://www.aurora-il.org/about/aboutourcity.php>