

**LASALLE COUNTY SHERIFF'S OFFICE
FULL TIME TELECOMMUNICATOR**

The La Salle County Sheriff's Office is currently accepting applications for 911 Public Safety Telecommunicators. Applicants must be 21 years of age at the time of hire. All applicants must be a US citizen, have a high school diploma or equivalent and have a valid driver's license. Prior experience preferred but not necessary.

Applications will be available May 22, 2017 through June 18, 2017. Applications may be picked up at the Sheriff's Office main window. Application fee of \$ 10.00 required.

CASH ONLY. Questions can be directed to 815-434-8372.

www.lasallecounty.org

The La Salle County Sheriff's Office is an
Equal Opportunity Employer

DUTIES FOR ALL TELECOMMUNICATORS

MUST BE FULL ACCESS LEADS CERTIFIED THRU STATE OF ILLINOIS (STATE MANDATED) AND THOROUGHLY FAMILIAR WITH ALL LEADS/NCIC REGULATIONS AND POLICIES (RECERTIFICATION EVERY 2 YRS.)

EMD/FIRE/POLICE POWERPHONE CERTIFICATION EVERY 2 YRS.

DISPATCH POLICE/EMS /FIRE - FOR SHERIFF OFFICE, SECONDARY UNITS, FIRE & AMBULANCE (11 POLICE AGENCIES, 30 FIRE AGENCIES & 28 EMS AGENCIES)

MONITOR RADIO CHANNELS - ISPERN, IREACH, POINT TO POINT, PRIMARY, SECONDARY, PATROL, FIRE FREQUENCIES AT ALL TIMES

ANSWER 9-1-1 LINES (8 LINES)
ANSWER ALARM LINES (1 LINE)
ANSWER SHERIFF OFFICE LINES (4 LINES)
ANSWER DISPATCH LINES (1 LINE)
ANSWER NARS/EOC/ AND COM ED PHONES
MONITOR EMNET/NARS COMPUTER

MUST HAVE WORKING KNOWLEDGE OF ALL COMPUTER PROGRAMS AND SOFTWARE
CAD (computer aided dispatch)
RMS (record management system)
LEADS / NCIC
RADIO / FIRE / EMD DISPATCHING (Motorola Centracom)
VESTA TELEPHONE SYSTEM
GIS MAPPING SYSTEM (INCLUDES AVL / GPS) AUTOMATIC VEHICLE LOCATION
POWERPHONE TOTAL RESPONSE

RESPONSIBLE FOR MAINTAINING ACCURATE RADIO LOGS

RESPONSIBLE FOR ENTERING AND UPDATING ALL LEADS/NCIC RECORDS ON ALL HOT FILES, MAKING SURE SECOND QUALITY CHECKS ARE DONE ON ALL HOT FILES ENTRY, MAKING SURE ALL SUPPORTING DOCUMENTS ARE ATTACHED TO HOT FILES, AND RESPONSIBLE FOR REMOVING RECORD FROM LEADS/NCIC ONCE RECORD HAS BEEN LOCATED/CANCELLED OR VOIDED

WARRANTS
ORDER OF PROTECTIONS
STOLEN VEHICLES
MISSING PERSONS
ARTICLES
GUNS
BOATS
GANGS
TOWED/IMPOUNDED VEHICLES

COMPLETING ADD-ONS FOR ALL CAUTION FILES

FOID CARD INQUIRIES - AS REQUESTED AND FOR ALL ORDER OF PROTECTIONS

RESPONSIBLE FOR RUNNING CRIMINAL HISTORIES / STATE SID NUMBERS / FBI NUMBERS FOR SHERIFF OFFICE/DETENTION HOME/PROBATION/SECONDARY POLICE UNITS / STATES ATTY & JAIL PERSONNEL (OCCASSIONALLY)

REPONSIBLE FOR HIT REQUESTS, RESPONSES AND ADMINISTRATIVE MESSAGES ON ALL HOT FILES WITH ALL ADDITIONAL PAPERWORK COMPLETE

RESPONSIBLE FOR HIT REQUESTS FOR JAIL

CREATING CFS REPORTS FOR ALL DISPATCHED CALLS, DESK REPORTS, INVESTIGATIONS, FIRE CALLS, AND EMS CALLS AS NEEDED

RESPONSIBLE FOR DETAINERS AND HOLD REQUESTS FOR OUR WANTED PERSONS THAT ARE INCARCERATED WITH ILLINOIS AND OUT OF STATE DEPT OF CORRECTIONS

ANSWERING COMED/IEMA NARS PHONE AND FILLING OUT NARS FORMS IN RADIO AND IN THE EOC

MAKING NOTIFICATIONS AS REQUIRED BY THE EMERGENCY NOTIFICATION FLOW CHART

TESTING THE COMED/EMERGENCY SIRENS, NAPLATE SIRENS, FOR THE MONTHLY TESTS AND IF NEEDED FOR AN EMERGENCY SITUATION

MAKE HAZARDOUS WEATHER NOTIFICATIONS

CONTROL COURT SALLYPORT DOORS

MAY BE REQUIRED TO LIFT UP TO 10 POUNDS FROM FLOOR TO HEAD LEVEL.

MAJORITY OF SHIFT SPENT SITTING UPRIGHT IN CHAIR

MAY BE REQUIRED TO KNEEL OR BEND OVER TO FILE RECORDS

MUST HAVE THE ABILITY TO MULTI-TASK (DO MORE THAN ONE THING SIMULTANEOUSLY)

MUST BE ABLE TO KEEP CALM AND FOCUSED DURING ALL TYPES OF EMERGENCY CALL SITUATIONS

MUST BE ABLE TO OPERATE CAD EQUIPMENT UNDER STRESS

ABILITY TO BE A TEAM PLAYER AND GET ALONG WELL WITH OTHERS

ABILITY TO THINK QUICKLY AND MAKE A DECISION

ABILITY TO INTERPRET & GIVE VERBAL AND WRITTEN INSTRUCTIONS

MUST BE ABLE TO PRIORITIZE

MUST HAVE GOOD SPEAKING SKILLS AND BE COMFORTABLE TALKING TO PEOPLE IN VARIOUS EMOTIONAL STATES