



## POSITION ANNOUNCEMENT

# PART-TIME POLICE TELECOMMUNICATOR

The Village of Wilmette is seeking to fill the part-time position of Police Telecommunicator (911 Operator). The person in this position will work between 16 to 24 hours per week to include holidays.

### General Responsibilities:

This is a civilian position primarily responsible for the operation of the public safety radio and computer aided dispatch (CAD) systems, and handling requests for emergency service. Other duties include accepting complaints from citizens, monitoring the security and safety of prisoners, and computerized data entry.

### Position Requirements:

The successful candidate will have completed some college and must have prior public safety dispatching experience.

Essential position requirements include excellent communication and organizational skills, and possess the ability to remain calm during stressful situations. Ideal candidate must clearly demonstrable written, oral, listening, and organizational skills. The position works under general supervision; consequently, the successful candidate should be self-motivated and able to handle multiple tasks simultaneously.

### Compensation and Benefits:

The wage is \$29.34 per hour. This position includes participation in a retirement plan through the Illinois Municipal Retirement Fund (IMRF), Employee Assistance Program (EAP), and ability to participate in medical, dependent care and transportation flexible spending accounts.

### Selection Process:

Candidates should be prepared to undergo a psychological evaluation, polygraph, drug and alcohol screening, and a thorough background investigation.

Interested candidates should complete an employment application which may be downloaded from the Village's website at [www.wilmette.com](http://www.wilmette.com) and submit it along with a cover letter electronically to [HumanResources@wilmette.com](mailto:HumanResources@wilmette.com). Paper submissions will not be accepted. The position will remain open until filled.

Questions can be addressed by Eric Peterson, Communications Supervisor at 847-256-9693 or [petersone@wilmette.com](mailto:petersone@wilmette.com).

The Village of Wilmette is an Equal Opportunity Employer