



290 Evergreen Drive • Vernon Hills, IL 60061 • 847-367-3700

POSITION ANNOUNCEMENT

Part Time Telecommunicator Police Department

The Vernon Hills Communication Center provides both police and fire dispatch services which provides services for the Village(s) of Libertyville and Vernon Hills, as well as the monitoring, receipt, and transmission of emergency and non-emergency police messages. In addition, the position involves the monitoring and operating of electronic building security systems; providing general information to the public; and the performance of incidental clerical duties.

This position involves a high level of communication during emergency and non-emergency situations which require the ability to communicate effectively and to employ selective attention in an environment with a variety of distractions. In addition, the individual must possess the ability to perform job duties in a confidential manner.

REQUIREMENTS: The following requirements must be met:

1. Graduation from high school or GED
2. Minimum of 2 years' experience in public safety dispatch preferred or currently working as a Telecommunicator
3. Accurate typing ability (minimum of 30 words per minute)
4. Possess the ability to perform multiple tasks simultaneously and conduct themselves accordingly under stressful situations.
5. Experience with New World System is highly preferred.
6. Passage of a pre-employment criminal background check, physical examination and drug screening
7. Successful completion of a twelve-month probationary period.

COMPENSATION: The starting wage for the position is \$27.97/hour. Appointment is normally at Step 1; however candidates with qualified Telecommunications experience may be eligible to start at a higher step (depending on experience).

APPLICATION PROCESS: Application forms may be obtained from the Vernon Hills Police Department, 740 Lakeview Parkway; the Village Hall, 290 Evergreen Drive or the Village website at www.vernonhills.org. Applications must be fully complete including sufficient detail to determine if an application meets the specific requirements. Please submit applications in person or to employment@vhills.org. Resumes submitted without a completed application will not be considered for employment. Applications will be accepted until the position is filled.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D