

Vacancy Announcement

Communications Specialist III (Grade 10)
Department of Emergency Services

Location: Bismarck

Salary Range: Commensurate with experience

Closing Date: January 21, 2011

Requisition Number: None

Position Number: 506-5618

Status: Full-time, Regular

Type of Recruitment: Internal

Announcement Number: S01-11

Minimum Qualifications:

Requires a high school diploma or GED and three years of work experience as a public safety/911 dispatcher at a level similar in nature and complexity to the Communications Specialist II. In addition, certification is required in Cardio-Pulmonary Resuscitation, as an Emergency Medical Dispatcher, and by the National Crime Information Center (NCIC).

Application Procedures:

Applicants must submit a cover letter, State of ND Application Form (SFN 10950) and a detailed resume to Office of the Adjutant General, ATTN: Cindy Pazdernik, PO Box 5511, Bismarck, ND 58506-5511. Application materials may be e-mailed to cynthia.pazdernik@us.army.mil or faxed to (701) 333-2067 ATTN: Cindy Pazdernik.

Application forms are available from any ND Job Service office, Human Resource Management Services, or on the web at www.nd.gov/hrms **Application materials must be received at the Human Resource Office, Bldg 030, Fraire Barracks by 5:00 pm on the closing date indicated.**

Contact Cindy Pazdernik at (701) 333-2082 for more information or if you need accommodation or assistance in the application or interview process.

Summary of Work:

Communications Specialist III's provide 24-hour voice radio communications for the state of North Dakota as well as providing 1-800 emergency service for the entire state and 911 responses for designated areas. Work also involves participating in Emergency Management and Homeland Security assignments. Individuals at this level have lead worker responsibilities.

- Perform supervisory functions in the absence of the supervisor in equipment operation, security, and shift management. Provide input to performance evaluations of communications specialists.
- Assist with developing, implementing, presenting, scheduling and tracking training for communications center staff; ensure all certifications remain current.
- Participate in developing, implementing, and maintaining emergency communication and mapping projects/systems.
- Assist with developing and updating protocol for the interaction of North Dakota's resources with out-of-state issued Amber Alerts.
- Participate in developing and maintaining information flow chart for the transfer of intelligence between agencies involved with Homeland Security and the communications center at the State Operations Center; plan for future duties associated with involvement with Homeland Security.
- Perform other duties as required or assigned.

Rotating shift work required. Position is located in a non-smoking environment.

NOTE: Work is in a confined work area and applicant must interact by visual, auditory and physical methods.

Equal Opportunity Employer:

The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.