

Vacancy Announcement

Temporary Communications Specialist I
Department of Emergency Services

Location: Bismarck

Starting Salary: \$12.50 - \$15.00/hr

Closing Date: January 25, 2010

Requisition Number: None

Position Number: None

Status: Full-time, Temporary (No Benefits)

Type of Recruitment: Internal/External

Announcement Number: S01-10

Minimum Qualifications:

High school diploma or GED and four years of work experience performing a variety of complex office support, clerical, or secretarial duties that involved multi-tasking and communicating with the public; or one year of experience as a public safety/911 dispatcher, paramedic/EMT, law enforcement or corrections officer, or other communications dispatch or switchboard work experience that involved telephone multitasking. An associate degree in criminal justice or a bachelor's degree may substitute for the work experience requirement. Successful completion of the interview process, reference checks and background investigation is required.

Additional Requirements:

Required to submit a typing test with a typing speed of at least 35 wpm and a software test demonstrating the ability to use Microsoft Office Suite (Word and Outlook). Tests can be taken from a local Job Service office. The test results must be no more than 1 year old and a copy must be submitted with the application materials.

Application Procedures:

Applicants must submit a cover letter, State of ND Application Form (SFN 10950) and a detailed resume. North Dakota National Guard members must also complete AGND Form 2-98, "Military Qualifications Statement". Application materials can be mailed to Office of the Adjutant General, ATTN: Cindy Pazdernik, PO Box 5511, Bismarck, ND 58506-5511. Application materials may also 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, Fraine Barracks by 5:00 pm on the closing date indicated.**

Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must also include Form DD214 and a letter less than one year old from the Dept of Veteran's Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate, and a letter less than one year old from the Dept of Veteran's Affairs indicating disability, or the veteran's death certificate.

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 Specialists provide 24-hour voice radio communications for the State of North Dakota as well as providing 1-800 telephone emergency service for the entire state, and 911 response for designated areas. Work also involves participating in Emergency Management and Homeland Security assignments. Individuals at this level function in a training environment under the close supervision and guidance of a Communications Supervisor to develop the skills required to perform all functions and duties of a fully trained and qualified Communications Specialist.

- Receive 911 calls from designated areas
- Receive 1-800 statewide emergency calls
- Work with law enforcement during officer's tour of duty
- Work with firefighters and medical response teams on a daily basis
- Perform records entries and inquiries to NCIC (National Crime Information Center)
- Disseminate severe weather watches and warnings
- Receive and acknowledge all warnings, alerts, and tests from the National Warning Center
- Receive and draft (send) messages for law enforcement data and information

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.