



THE CITY OF PATERSON

Job Posting

Job Title:	PUBLIC SAFETY TELECOMMUNICATOR	Job Category:	Temporary
Department/Division:	FIRE	Job Code/Job ID:	01296@/185-204
Location:	300 McBride Avenue, Paterson, NJ 07501	Travel Required:	LOCAL
Level/Salary Range:	\$20.00 hourly	Position Type:	Per Diem
Contact:	Eugenia Byfield	Posting Period:	09/22/2021 – TBD

Resumes & Applications are accepted via regular mail, fax or e-mail.

Fax or E-mail:

973-321-1325

hrinfo@patersonnj.gov

Attention: **PUBLIC SAFETY TELECOMMUNICATOR (20)**

Regular Mail:

Eugenia Byfield, Personnel Officer

Division of Human Resources (Personnel)

City of Paterson

125 Ellison Street, Suite 300

Paterson, NJ 07505

Job Description

Role and Responsibilities

Under direction receives and responds to telephone or other electronic requests for emergency assistance, including law enforcement, fire, medical, or other emergency services and/or dispatches appropriate units to response sites; does related work as required.

Examples of Work

- Receives telephone or other electronic requests for emergency assistance.
- Determines the nature of the call and may transfer caller to appropriate PSDP upon determining the nature of the call.
- Obtains, verifies, and records the location of the emergency, the name of the caller, the nature, severity, and current status of the emergency, and obtains any other appropriate information needed to secure a full assessment of the circumstances.
- Utilizes video display terminal or computer oriented or radio equipment to receive, monitor, record, summarize, and/or transmit data relating to the emergency.

*(Tasks noted within this description are not all-inclusive. Other related tasks will be assigned.)

Requirements

EXPERIENCE: One (1) year of experience in work involving the receiving, transmitting and relaying of video display and/or radio messages, and in the receiving, relaying, and recording of complaints and requests for emergency assistance, which shall have included the use of video display, data processing, automatic number identification, automatic location identification, switching equipment, or other computer oriented-equipment.

NOTE: Public Safety Answering Points (PSAP) means the first point of reception of a 9-1-1 call. Public Safety Dispatch Points (PSD) means a location which provides dispatch services for one or more public safety agencies. Appointees to positions at Public Safety Answering Points and at some Public Safety Dispatch Points must have achieved training and certification by the Office of Emergency Telecommunications Services (OETS) in the Department of Law and Public Safety as required by NJAC 17:24-2.2.

Knowledge & Abilities

- Knowledge of procedures for dispatching emergency and nonemergency equipment and personnel.
- Knowledge of methods for operating communications systems.
- Knowledge of the functions of the operating units or departments within the agency or jurisdiction.
- Knowledge of emergency management procedures.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.