



JASPER POLICE DEPARTMENT



Now accepting applications for
TELECOMMUNICATOR
(Part-Time)

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsible for carrying out functions of the Communications Department, assisting citizens who request assistance for police, fire, medical or City services. Answers telephone and radio calls for service. Dispatches personnel. Monitors alarms, including burglar and fire alarms. Maintains communication records. Operates computer terminals to enter, receive data for local, state, and federal information systems and other dispatch and monitoring equipment in the communications room. Must be able to operate standard office equipment. Must have experience in computer keyboarding. Communicates with other agencies via radio, telephone, IDACS terminal and Mobile CAD. Assists all persons entering the Jasper Police Department. Must be capable of receiving and keeping a security clearance in order to obtain information from the Indiana Data and Communications System and the National Crime Information Center. Handles emergency telephone calls as prescribed by policy set forth in order to render complete service to the public when in need of police or other emergency services. Answers 911, Police and Fire phone lines and dispatches calls. Must be outgoing, and courteous in communication with citizens. Must provide high quality, accurate work. Perform multiple tasks simultaneously as necessary.

High School Diploma or GED is required. Valid Indiana Drivers' License is required. Must obtain certification in Emergency Medical Dispatching, Police and Fire Disciplines and certification in Indiana Data and Communications System(IDACS) and National Crime Information Center(NCIC). Applicant must successfully complete and pass all parts of the application process.

- ♦ **Application Packet must be picked up at the Office of Personnel/Safety, located at Jasper City Hall, 610 Main Street or Jasper Police Department, located at 309 E. 6th Street**
- ♦ **Completed application must be received (Postmarked) by **June 2, 2023.****

**Deliver or mail to Jasper City Hall:
PERSONNEL DIRECTOR**

EOE #397

c/o City of Jasper

P.O. Box 29 – 610 Main Street

Jasper, IN 47547-0029

An Equal Opportunity Employer