

COUNTY OF LEBANON

Job Announcement

Posting Date: September 14, 2020

<i>Position:</i>	Telecommunicator
<i>Department:</i>	Department of Emergency Services (EMA) Municipal Building Room 12 400 S. 8th Street Lebanon, PA 17042
<i>Available:</i>	Immediately
<i>Bargaining Unit:</i>	Chocolate Workers, Local 464
<i>Hours:</i>	12 hour shifts (36 hours one week, and 48 hours the next week)
<i>Pay Grade:</i>	1 (EMA Union pay chart)
<i>Salary Range:</i>	\$15.00 per hour

- **A County of Lebanon Application must be submitted for consideration**
 - **Applications will be accepted through Thursday, December 31, 2020.**
- Initial Shift will be night shift from 1800 to 0600 (12 hour shifts) Day shift opportunities may become available after successful completion of training but are not guaranteed.

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Telecommunicators answer emergency (911) and non-emergency calls for fire, police and EMS for the County of Lebanon. Coordinate communications between all County public service departments. Must perform numerous tasks and communication skills simultaneously with speed and accuracy. Good knowledge of geographical areas of Lebanon County and ability to interact with the general public in a professional manner.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

High school diploma or equivalent; clean criminal record; public safety experience is preferred; computer experience with Windows based programs is required, with the ability to type at least 25 words per minute; NIMS Certification is required; ability to pass CRITICALL at EMA and other required exams with a passing score.

NIMS Certificates must be attached to resume.

- **Information on NIMS Certification can be located as follows:**
 - **IS-700.A: National Incident Management System (NIMS) An Introduction**
<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a>
 - **IS-100.B: Introduction to Incident Command System, ICS-100**
<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.b>

Application and resume submission options:

Scan and email your application and resume directly to:

Leeanne Shank, Human Resources Assistant

Email: LShank@lebcnty.org

Mail: ATTN: Leeanne Shank, Human Resources Assistant
Room 200
400 S. 8th Street,
Lebanon, PA 17042

Fax: (717) 274-8094

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