

COUNTY OF LEBANON

Job Announcement

Posting Date: November 9, 2022

Position:	Telecommunicator (911 Dispatcher)
Department:	Department of Emergency Services Municipal Building Room 12 400 S. 8 th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Chocolate Workers, Local 464
Hours:	12 hour shifts, includes 8 hours of built-in overtime per pay period (36 hours one week, and 48 hours the next week)
Pay Grade:	1 (DES Union pay chart)
Salary Range:	\$16.22 per hour starting rate, <i>(increases to \$18.56 per hour / \$44,692.48 per year including holiday pay after fully trained and certified)</i>
Benefits: (Full-Time Employees)	100% Paid Family Health Insurance, Life Insurance, 10 Paid Holidays, Pension Plan, Generous Sick / Vacation / Personal PTO Allotments. Optional: Deferred Compensation plan, Dental, Whole Life, Short Term Disability, Critical Illness & Cancer Plans at discounted rates. Three Day Weekend Every Other Week.

➤ **Applications will be accepted through OPEN**

Initial shift is either 0600 to 1800 (day) or 1800 to 0600 (night) and is assigned based on availability of trainers and department operational need. Applicants MUST be willing to work either. Once training is completed, individuals will have the ability to bid on preferred shift as spots become available. Frequent overtime opportunities are available once training is completed. Some mandatory overtime shifts will be required. Shift differential for night shift paid on top of rates listed above.

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 but not required; experience with Windows based computers and the ability to type a minimum of 25 WPM is required; aptitude test and pre-employment drug screening will be done as part of the interview process. Must possess a valid PA Drivers License and be able to occasionally travel for training.

****A County of Lebanon Application and NIMS Certificates must be submitted for consideration. ****

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:

Email: Apply@lebanoncountypa.gov

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

Fax: (717) 675-2668

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