



Position Announcement

We are proud to announce that the Six-time CALEA Nationally Accredited Hampton Police Division is posting for the E911-Telecommunication position **June 1, thru July 3, 2009**. **Information Assemblies** about the position will be on **July 7th and 9th, 8:30a.m. in the Hampton Police Division Fifth Floor Training Room, located at 40 Lincoln Street, Hampton VA**. The Hampton Police Division is committed to providing the best quality service to its citizens and is currently seeking individuals that want to pursue a career in Public Safety. This fast-paced position demands persons with a strong desire to work with the citizens and public safety personnel.

Minimum requirements:

- Must be 18 years of age by time of final job offer
- Must be a H S graduate or possess a GED
- Successfully pass a comprehensive background investigation and complete each stage of the selection process to include a city paid Polygraph and Psychological Test
- Must pass a State Certified Typing test: **40 WPM with no more than five (5) errors**

Examples of work include, but are not limited to the following:

- Respond calmly and tactfully to 911 Emergency and non-emergency calls. Enter appropriate information into the Computer Aided Dispatch System (CADS).
- Receive emergency medical calls, and respond calmly, following specific protocol. Assist the caller in stabilizing the patient.
- Monitor location and status of all Police, Fire, and Emergency Medical Service Units within the City of Hampton. Maintain and record information as necessary.
- Use CADS and 800 MHz radio system to dispatch emergency personnel.
- Make inquiries for data on the computer via CADS. Reviews and updates data when necessary.
- Access information through DMV, VCIN, and NCIC networks as requested.
- Answers Emergency 911 calls for service, and dispatches Police, Fire, and Rescue Units to a variety of emergency and non-emergency complaints.

E-911 Telecommunicators starting salary is \$29,486. Telecommunicators receive time and a half for court, ten paid Holidays per year at a rate of double time and a half when worked and straight time when not worked. They may also take part in the Deferred Compensation 457 Plan. Telecommunicators fall under the Virginia Retirement System

To make application online, go to www.hampton.gov/hire/. Once there, you may download the City of Hampton employment application and a Hampton Police Division 11-page Background Questionnaire. The Background Questionnaire must be submitted on the **Information Assembly** date attended. To find out more about this position prior to the assembly, contact the City of Hampton Department of Human Resources or the **Hampton Police Division Personnel Recruiting Office** @ (757) 727-6345 or **727-6322** respectively.

EOE



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