

# TOMPKINS COUNTY CIVIL SERVICE VACANCY

Inclusion Through Diversity



## OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Emergency Services Dispatcher-Transfer or Reinstatement Eligible

**SALARY:** \$22.72 automatically increasing to \$24.66 after nine months - 2016 Rates.

**LOCATION:** Department of Emergency Response

**TYPE OF EMPLOYMENT:** TRANSFER ELIGIBLE CANDIDATES ONLY, Full-time permanent 40 hours per week.

**ISSUE DATE:** 11/07/16

**RESIDENCY WAIVED**

### **LOCATION OF POSITION/VACANCIES:**

Vacancies are anticipated in the title of Emergency Services Dispatcher that may be filled on a transfer basis. You may apply for this position only if you are currently permanent as an Emergency Services Dispatcher in New York State. ***IF YOU ARE NOT CURRENTLY AN EMERGENCY SERVICES DISPATCHER, YOU MAY NOT APPLY THROUGH THIS POSTING.*** If applying for transfer, you must provide your civil service Roster Record, your current Job Description, and the Exam Announcement from which you received your permanent appointment, or the most recent announcement from your jurisdiction. Add these items as attachments, along with a letter requesting lateral transfer.

***IF YOU ARE NOT CURRENTLY AN EMERGENCY SERVICES DISPATCHER, YOU MAY NOT APPLY FOR THIS LATERAL TRANSFER POSTING.*** Vacancies are anticipated in the title of Emergency Services Dispatcher that may be filled on a transfer basis. You may apply for this position only if you are currently permanent as an Emergency Services Dispatcher in New York State and have passed your probationary period.

***Along with this application, you must upload three items.***

***1) Civil Service Exam Announcement from the test that you took (if not available, most recent announcement for the title.)***

***2) Current Civil Service Job Description***

***3) Civil Service Roster Record***

***(all items can be obtained from your civil service office)***

### **SPECIAL REQUIREMENTS:**

(1) Must successfully pass a post offer of employment (in accordance with the ADA) psychological evaluation, as well as a medical evaluation that will cover, but not be limited to, such areas as: vision, hearing, speech, and physical ability to sit for long periods of time. The employee is required to maintain the physical and mental ability to perform the essential functions of the job (either with or without reasonable accommodations) for the duration of employment.

- (2) An applicant must be eligible for all NYSPIN certifications (pass a criminal background check) at the time of application and, if hired, must maintain such eligibility for the duration of employment.
- (3) Applicants must possess Emergency Medical Dispatch (EMD) certification within one year of appointment, as provided by the DOER and maintain such certification for the duration of employment.
- (4) An applicant must successfully complete all mandatory in-service training as required and provided by DOER.
- (5) New hires and re-hires must pass a drug test.

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for receiving and recording 9-1-1, police, fire and emergency medical service (EMS) calls and dispatching the appropriate law enforcement agency, firefighters, paramedics, and equipment to the scene. The incumbent is required to operate computers, related peripheral equipment, radios, telephones and a variety of other emergency communications equipment in order to receive and relay police, fire, emergency medical service and other personnel to incidents and emergencies. 9-1-1/POLICE/FIRE/EMS Dispatchers must maintain a high degree of alertness, accuracy and a steady demeanor in responding to crisis situations. 9-1-1/POLICE/FIRE/EMS Dispatchers perform a variety of clerical duties related to their communication functions. The work is performed in accordance with established policy under the general supervision of the Director of Dispatch Center. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

- Receives and records 9-1-1, police, fire and emergency medical service telephone calls, quickly determining the callers needs and transferring them to an appropriate police, sheriff, medical, and/or fire dispatcher for service;
- Operates computers and related peripheral equipment in support of the 9-1-1 and radio communications systems;
- Queries callers in a calm, systematic manner to determine the nature of the situation, the location, the services needed, and any other information necessary to evaluate the situation;
- Receives information on non-emergency and emergency incidents through several types of alarm systems including radio box alarm, city box alarm, automatic dialers, and alert monitors;
- Dispatches personnel and equipment to police, fire and emergency medical scenes, arranges for mutual aide coverage when necessary by two-way radio communication system, telephone and/or a Computer-Aided Dispatch (CAD) terminal;
- Monitors police, fire and EMS radio frequencies as well as a closed circuit television system to maintain building security;
- Uses a Computer-Aided Dispatch (CAD) terminal to dispatch emergency agencies, enter and retrieve data on incidents, and to complete the NYS coding system;
- Coordinates radio communications between EMS providers and hospital emergency rooms;
- Uses the voice recording system as necessary to play back the daily radio and telephone calls received;
- Contacts additional resources such as; utility companies, highway departments, wreckers, etc.;
- Maintains status and location records of patrol vehicles and emergency vehicles;
- Maintains and reports each fire and intrusion alarms and those who responded to those alarms;
- Makes notifications of appropriate personnel in cases of injury or death at the scene of an emergency;
- Maintains and files a variety of other records, as needed;
- Receives calls for service from the public, provides information and refers callers to the proper individuals or agencies;
- Performs radio communications, as needed, to relay information to police, fire and EMS personnel.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the geography of the county including location in City of Ithaca, towns, villages of streets, utilities, water systems, residential and commercial districts, police department, fire department and emergency medical service operating areas, etc.;
- Good knowledge of the operation of radios, two-way radio communication system, including FCC regulations, computers and telephone equipment;
- Working knowledge of the 9-1-1 system;
- Working knowledge of different types of alarm systems;
- Working knowledge of the digital recording and playback system;
- Working knowledge of police, fire and EMS department terminology;
- Working knowledge of NYSPIN rules and regulations;
- Ability to clearly and concisely, communicate during emergency situations;

- Ability to perform Computer-Aided Dispatch data entry at an acceptable rate of speed;
- Ability to manipulate an alphanumeric keyboard in order to prepare reports clearly and accurately;
- Ability to understand and follow oral and written instructions;
- Ability to do EMD pre-arrival instructions;
- Ability to understand medical terminology and communicate with a hospital emergency room;
- Ability to perform calmly and efficiently in emergency situations;
- Ability to maintain a high level of confidentiality and professionalism;
- Ability to deal effectively with the public in stressful situations;
- Clerical aptitude;
- Mental alertness and good judgment in emergencies;
- Tact and courtesy;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

Originally created as Dispatcher 09/87. Converted to Emergency Services Dispatcher in 1999.

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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850