

CITY OF TOLEDO, OREGON



JOB RECRUITMENT

JOB REFERENCE NUMBER: 2024-01
DEPARTMENT: Police Department
POSITION TITLE: Telecommunicator /Emergency Medical Dispatcher
SALARY: Starting salary at \$3,837-\$4,550/month; starting salary depending on qualifications
POSTING DATE: 1/8/2024
CLOSING DATE: Open until filled

How to apply: Please submit a completed cover letter, city employment application and resume to the address listed below. Employment Applications are available at City Hall as well as on the City's website at www.cityoftoledo.org/jobs. For further information concerning the above vacancy please contact Human Resources at (541) 336-2247.

Toledo City Hall
Attention: Human Resources
206 N. Main Street
Po Box 220
Toledo, Oregon 97391
E-mail: lisa.figueroa@cityoftoledo.org

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

**The duties/responsibilities, experience and certifications listed below is a summary of the requirements for the position. To see a full list of the position requirements, please refer to the job description.*

- Operate a multi-line telephone console system, alerting system, and a Telecommunication device (TDD) system for hearing-impaired individuals
- Translate information to the appropriate codes
- Determine and assign the level of priority of the call and enter the data into a computer-aided dispatch system for radio dispatch purposes
- Perform emergency medical dispatch and crisis intervention services
- Ask questions to interpret, analyze and anticipate the caller's situation as to resolve problems, provide information, dispatch emergency services, or refer callers to other agencies
- Dispatch and coordinate the responses of public safety agencies

This position requires regularly adaptive and flexible responses due to changing priorities, the need to juggle timeframes, and meet fluctuating deadlines. Interruptions to normal schedules occur and response to new situations is needed regularly.

Certifications/Licenses

- Must have valid a Oregon Driver's License or the ability to obtain one upon acceptance of the position
- The ability to obtain basic Telecommunications certificate within one (1) year

Minimum Education

- High school diploma or equivalent General Educational Development (GED)