

Columbia 9-1-1 Communications District
P.O. Box 998
St. Helens, OR 97051
Administrative Office 503-397-7255
www.columbia911.com

Columbia 9-1-1 Communications District (C911CD) is conducting a hiring process for full-time Communications Specialists. Successful candidates will be trained in 9-1-1 emergency call taking and dispatch for law enforcement, fire and emergency medical calls; as well as certain non-emergency functions within Columbia County. Refer to the job description for further details.

AGENCY BACKGROUND

Currently C911CD is dispatching for 12 police, fire and emergency medical response agencies and provides a variety of communications support activities for several other public and private entities in the county. The District is a separate entity governed by a five member Board of Directors elected from throughout the county. This is a government agency and employees are in the public sector.

ESSENTIAL QUALIFICATIONS AND ABILITIES

- No criminal history and a valid driver's license
- 18 years of age
- High school diploma or GED
- Net typing speed of at least 40 wpm
- Sufficient skills, proficiency, and physical dexterity to operate computer equipment, multi-function radio and telephone systems in a multi-tasking environment.
- Ability to speak and write the English language clearly and succinctly.
- Ability to function effectively in tense and demanding situations.
- Visual and hearing acuity.

SALARY ♦ HOURS ♦ BENEFITS

- The current training wage starts at \$2920 per month.
- The current full-time range after training is \$3526 to \$4563 per month.
- Currently working 4-10 hour shifts with 3 consecutive days off.
- Weekends, holidays, and various rotating day, evening and night work schedules will be required.
- Outstanding benefit package eligibility after 90 days of full-time employment.

APPLICATION AND TESTING PROCESS

The District has an extensive testing process to help assist us in making the proper selection decisions for the applicants. Failure to successfully pass any step will result in disqualification.

- Step 1: All applications and addendums will be reviewed for completeness, legibility and minimum requirements.
- Step 2: Considered applicants will have an initial criminal history and DMV check completed.
- Step 3: Considered applicants will be scheduled for the following mandatory tests:
- Typing (a minimum of 40 WPM)
 - A high school equivalency test
 - Criti-Call multi-tasking test

If a candidate fails a typing test with a score of at least 35 WPM the candidate may be offered the option of a retest on the same visit.

Failure of either the high school equivalency test or the Criti-Call multi-tasking test will require re-application after a 90 day waiting period or the next hiring process.

- Step 4: Successful candidates will be required to spend up to 2 hours in the dispatch center for an observation period with a C911CD staff member. Applicants are encouraged to be engaged and ask questions during the observation.
- Step 5: Successful applicants will then be schedule for an Oral Board Interview. If an applicant is recommended for hiring by the Oral Board Panel, they will be scheduled for an interview with the Executive Director.
- Step 6: Interview with Executive Director. If an applicant is considered for hiring by the Executive Director, a complete Background Investigation will be conducted based on position vacancies and hiring needs. Adverse background data may be grounds for immediate disqualification. Drug testing, physical as well as a psychological evaluation will be completed as part of this process.
- Step 7: Final job offer contingent upon a successful Background Investigation.

Rev 01/25/2016