

**COLUMBIA 911 COMMUNICATIONS DISTRICT**  
**JOB ANNOUNCEMENT ♦ COMMUNICATIONS SPECIALIST**

(Posted: April 1<sup>st</sup>, 2024 ♦ Closing date: May 15<sup>th</sup>, 2024 at 11:45 pm)



Columbia 9-1-1 Communications District (C911CD) is recruiting for hire and establishing an eligibility list for full-time Communications Specialists. Refer to the job description for further details on qualifications, skills, and abilities.

**DISTRICT BACKGROUND**

C911CD is the 9-1-1 Public Safety Answering Point (PSAP) for Columbia County. We dispatch for all police, fire and medical agencies within our county. Additionally, we provide a variety of communication support for both public and private entities. The District is governed by a Board of Directors which consists of five elected members from throughout the county. C911CD is a government agency and employees are in the public sector.

**SALARY ♦ HOURS ♦ BENEFITS**

- Updated Wages effective July 1<sup>st</sup>, 2023
  - Training wages start at \$4,127 per month (\$23.81/hr)
  - Full-time wages after successful completion of training: \$4,548-\$5,888 per month.
- 4-10 hour shifts with 3 consecutive days off (dayshift, swingshift, nightshift).
- Shifts include working weekends, holidays, and occasional training on a day off.
- Excellent benefit package.

**TESTING PROCESS**

The District has an extensive testing process. Failure to successfully pass any step during testing will result in disqualification of the hiring process. Some failures (such as drug testing) will result in permanent disqualification. The testing process may be adjusted to comply with any COVID-19 restrictions or guidelines. Potential changes have been noted on steps 6 and 7.

- Step 1: Applications will be submitted online, via the District website. All submitted materials will be reviewed for minimum requirements and qualifications. **Incomplete applications will not be accepted.**
- Step 2: Considered applicants will have an initial pre-screen background check. (Criminal history and DMV records check)
- Step 3: Considered applicants will be required to take online assessments.
  1. Typing (35WPM required) and Criti-Call multi-tasking Assessment
  2. Select Advantage Assessment
- Step 4: Considered applicants who successfully pass the mandatory assessments will be provided the opportunity to schedule a dispatch observation with C911CD Communications staff. The observation period will be a maximum duration of 1.5 hours.

- Step 5: Considered applicants will be scheduled for an oral board interview.
- Step 6: Considered applicants will be provided a background packet to complete. The completed packet will be provided to our background investigator who will review the packet and schedule an interview. Adverse background data may be grounds for immediate disqualification. (Interview may be conducted via video conference such as a zoom meeting)
- Step 7: Applicant will be scheduled for a physical standard review, drug testing, and psychological evaluation. Considered applicants will be given a conditional employment offer contingent on successfully passing the physical standard review, drug testing and psychological evaluation. (Psychological evaluation interview may be conducted via video conference such as a zoom meeting)

Apply online at: **[www.columbia911.com](http://www.columbia911.com)**

Questions? Email: **[recruitment@columbia911.com](mailto:recruitment@columbia911.com)**