



Department of Police

201 S. Rotan,
Salem, IL 62881

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911 Telecommunicator- Full Time Position

Date Posted: Friday, March 10, 2023

Deadline: Monday, April 10, 2023

The City of Salem is accepting applications for a full time 911 Telecommunicator. This is a union position. The successful applicant shall possess a high school diploma or the equivalent, proficient computer skills, the ability to communicate well under stressful conditions, the ability to multi-task, and knowledge of the City of Salem and the County of Marion's geography. Applicants shall also have the ability to obtain LEADS and Emergency Medical Dispatch (EMD) certification. Applicants must pass a pre-employment police background check, drug screen, medical exam, and psychological exam.

Duties and Responsibilities:

Use a computer-aided dispatch and GIS mapping system. Receive emergency calls from the public requesting police, fire, medical, or other emergency services. Determine the nature and location of an emergency, determine priorities, and dispatch police, fire, ambulance, or other emergency units as necessary and in accordance with established procedures. Receive and process 911 emergency calls, maintain contact with all units on assignment, maintain status and location of police, fire, and EMS units, and maintain accurate records. Other duties include the ability to monitor direct emergency alarms, answer non-emergency calls for assistance, and enter, update, and retrieve information from a variety of computer systems. Receive requests for more information regarding vehicle registration, driving records, and warrants as well as provide pertinent data. Monitor several complex public safety radio frequencies. Operate a variety of communications equipment including radio consoles, telephones, and computers systems. Work shift-work including evenings, weekends and holidays.

The successful applicant will be assigned to a communications field training officer at the beginning of employment to assist with learning the duties and responsibilities. Starting Pay will be \$20.00 an hour and will increase with contract raises and with LEADS & EMD certifications.

Applications are available to be picked up at the Salem Police Department located at 201 S. Rotan Street or the application can be downloaded online at www.salemil.us . All applications must be submitted to Salem City Hall, 101 S. Broadway Ave. before end of business hours on Monday, April 10, 2023.