

Applicant,

This employment packet is for the position of Marshall County Communications 911 Telecommunicator. The MCC911 application and resume, including references, MUST BE returned to the Marshall County Communication 911 Center by June 16, 2023, by 4:00 P.M., by either hand-delivery or by the United States Post Office. If mailed they must be postmarked by June 16, 2023, at 4:00 P.M.

All applications should be sent to or hand-delivered to:

MARSHALL COUNTY COMMUNICATIONS 911

TELECOMMUNICATOR POSITION

601 SEVENTH STREET, SUITE 2

MOUNDSVILLE, WV 26041

On your application and resume where you are listing personal information, your driver's license number [place this number at the front page top right-hand side of the application] is needed for criminal justice background checks per West Virginia Code for 911 Telecommunicator. If you do not want a criminal justice background check, a letter explaining why must accompany this application. A set of fingerprint cards will be required when scheduled for the pre-hiring testing. Location of fingerprinting will be determined by the 911 Director.

An attachment has been enclosed that must be completed and returned with any application and resume. Failure to complete said documents will remove application/resume from consideration.

Additional documents [copies can be submitted] required for consideration:

Birth Certificate (hospital certificate unacceptable)

High School Diploma/GED

Military Form DD214 [if served]

Failure to submit the first two forms will remove your application/resume from consideration.

A listing of all employers by chronological order is required. References are preferred.

If you are not interested in doing shift work, some weekends, and holidays, please do not apply. You MUST be able to pass a drug screening, a vision and hearing test, pre-employment testing and a complete background check.

The salary for the current position will be \$39,900 or \$19.18 an hour as of 7/1/23. The position is a full time, minimum 40-hour work schedule with a rotating schedule. There is also the possibility of overtime and emergency call out at any time. The applicant will be expected to cover any overtime/call out situations when notified. The applicant will have the understanding that this Telecommunicator position is the PRIMARY JOB of any other jobs the applicant has or other commitments they have undertaken.

At this time, the position does have a full county benefit package including medical, dental, eye, life, and prescription plans. Vacation package is included and the County Commission assigns the holiday package based on the Federal, State, and local events.

The Telecommunicator position carries a ONE YEAR PROBATION status that includes adherence to policy/procedures, mandatory training and in-house training with supervision. The Telecommunicator must attend all mandatory training classes and pass said training to maintain employment.

DUTIES: The following are some, but not limited to the duties of the position of Telecommunicator:

- 1) Must be able to handle multi-phone calls, both those of emergency and nonemergency nature.
- 2) Must be able to handle multi-radio frequency/channels at one time, both those of emergency and non-emergency nature.
- 3) Must be able to file reports, events, and other paperwork in both alphabetical and numerical systems.
- 4) Should have a basic understanding of total computer design and its operation.
- 5) Needs a strong understanding of English spelling and language and be able to adapt to the agencies technical and abbreviated language.
- 6) Must be able to handle the general public and multi-agencies on a daily basis in a professional and courteous manner, no matter what the general public or associated agency may do, say, or personally feel about the Telecommunicator.
- 7) Must be able to read, follow, and understand the guidelines for duties set up by the Marshall County Communications 911 Center.

Thank you for applying for the position of Telecommunicator with the Marshall County Communications 911 Center.

To Whom It May Concern:

I, _____ give permission to the Marshall County Communications 911 Center to contact my present and prior employers, to conduct/complete their background investigation of me as well as a drug and alcohol urine test as part of my application for employment with the Marshall County 911.

Respectfully,

(PRINTED NAME)

(SIGNATURE)

(DATE SIGNED)

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

DATE

SOCIAL SECURITY
NUMBER

NAME

PRESENT ADDRESS

STREET

CITY

STATE

ZIP

PERMANENT ADDRESS

STREET

CITY

STATE

Zip

PHONE NO.

ARE YOU 18 YEARS OR OLDER? Yes Or No

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED
IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes or No

EMPLOYMENT DESIRED

POSITION:

DATE YOU
CAN START?

SALARY
DESIRED?

ARE YOU EMPLOYED NOW?

IF SO MAY WE INQUIRE
OF YOUR PRESENT EMPLOYER?

EVER APPLIED TO 911 BEFORE?

WHERE?

WHEN?

REFERRED BY:

EDUCATION	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	YEAR YOU GRADUATED	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERALSUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS

ACTIVITIES: (CIVIC. ATHLETIC. ETC)

U.S. MILITARY OR
NAVAL SERVICE

RANK

PRESENT MEMBERSHIP IN
NATIONAL GUARD OR RESERVES

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

IN CASE OF
EMERGENCY NOTIFY

NAME ADDRESS PHONE NO.

DATE APPLICANTS SIGNATURE
