JOB VACANCY ANNOUNCEMENT (Civilian)

VACANCY #: 2020005
CLASS CODE: 7YH4

VACANCY TITLE: Regional Dispatch Center Shift Supervisor

VACANCY LOCATION: Lowell Regional Dispatch Center - Lowell

STARTING SALARY: $37,778.00 *Starting salary may be adjusted based on education, experience and training.

OPEN DATE: January 17, 2020
CLOSE DATE: January 27, 2020

Job Description: (Responsibilities/Duties)

To serve as a civilian employee of the Indiana State Police whose primary responsibility is to provide shift supervision to Regional Dispatchers to ensure efficient and accurate telecommunications operation relating to operational and personnel functions at the Regional Dispatch Center, including the oversight and use of a Computer Aided Dispatch (CAD) system, Records Management System (RMS), Automatic Vehicle Locator (AVL), Geographical Information System (GIS) and other Regional Dispatch Center resources. Direct supervision of Regional Dispatch Center communications personnel, operational functions and assignments. To evaluate, train and schedule subordinate personnel.

To understand and anticipate subordinates' work needs and be able to take appropriate actions. To participate in the selection of new Regional Dispatchers as required. Work with Regional Dispatch Center Manager to maintain efficient operation of radio room. Act as Assistant District Coordinator of Indianas Data and Communications System (IDACS). Responsible for covering all shifts during illness, vacations and other shortages.

Minimum Requirements:

A. Education, Training, Experience

Must be a high school graduate or possess the equivalent GED. Must be able to successfully pass Department typing test. Must take a Department approved dispatch simulation test. Must have a minimum of two (2) years experience as a Dispatcher in the public safety communications field. Emergency Medical Technician (EMT) certification is preferred. Ability to function as a Telecommunications Quality Assurance Specialist, including making recommendations for quality improvement. If not currently certified, must obtain and maintain certifications in all of the following areas: IDACS Coordinator, IDACS MDD Instructor, Association of Public Safety Communications Official (APCO) Communications Training Officer and Indiana Law Enforcement Academy (ILEA) instructor, maintaining the Generalist instructor rating.

B. Physical

Must be able to remain seated for extended periods of time. Must be able to maintain concentration on numerous tasks simultaneously in a busy and noisy environment. Must be able to work permanent/rotating shift or combination of shifts within a 24 hour period, requiring weekends and/or holidays.

Additional Comments: To be considered for this position you need to apply on-line at:

Indiana State Police - Career Opportunities - Civilian Opportunities at https://www.in.gov/isp/3627.htm

Must be able to successfully pass a background investigation. Applicants are asked to submit a complete work history. All applicants are required to submit copies of high school transcript or GED certificate, any college transcripts, technical certificates and a military DD214 (if applicable). Please indicate your name and the position for which you have applied when forwarding all attachments.

Please e-mail the above listed items to ISPCivilianJobs@isp.in.gov or mail to:

Indiana State Police
Human Resources Division
100 North Senate Avenue
Indianapolis, IN 46204-2259
Attn: Brandon Lowe

Indiana State Government is an E-Verify employer and all new employees are required to have their employment eligibility verified through the Department of Homeland Security and Social Security Administration. To remain in accordance with the law, the Immigration Reform and Control Act requires that we certify the identity and work eligibility of all new employees. Therefore, this appointment is subject to your presentation of proper documentation as required by the law. The Employment Eligibility form (Form I-9) and all other needed documentation can be found at www.uscis.gov/files/form/i-9.pdf. Please note that if you submit a document from list B of Form I-9, this document must contain a photo ID to establish identity. All new employees must present the required documents in person, on your first day of employment. Failure to comply may result in dismissal until proper identification can be provided.

Benefits
The Indiana State Police offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

Equal Employment Opportunity
The Indiana State Police is an Equal Opportunity Employer.

AUTHORITY: Major Sorrells

by: ____________________________
Personnel Officer I