JOB VACANCY ANNOUNCEMENT
(Civilian)

VACANCY #:	2021046	**CLASS CODE:**	2YH3
VACANCY TITLE:	Regional Dispatcher		
VACANCY LOCATION:	Toll Road Regional Dispatch Center - Bristol		
STARTING SALARY:	$38,532.00	***STARTING SALARY MAY BE ADJUSTED FOR EDUCATION, EXPERIENCE AND TRAINING*** ***FOR CURRENT STATE EMPLOYEES, ESTABLISHED SALARY RULES APPLY***	
OPEN DATE:	June 4, 2021	**CLOSE DATE:**	June 18, 2021

Job Description: *(Responsibilities/Duties)*

To serve as a civilian employee of the Indiana State Police whose primary responsibility is to receive, collate, record, disseminate and accurately dispatch information to Department police personnel, other law enforcement agencies and other support services through the use of a Computer Aided Dispatch (CAD) system, Records Management System (RMS), Automatic Vehicle Locator (AVL), Geographic Information System (GIS) and other Regional Dispatch Center resources.

To provide dispatch support to other Regional Dispatch Centers state-wide on an as needed basis, in response to natural disasters, inclement weather, or other operational needs. To coordinate emergency and non-emergency traffic with Department personnel and other public safety agencies. To provide emergency medical self-help to citizens while EMS units are en route. To process, analyze and dispatch Indiana Data and Communications System (IDACS), National Law Enforcement Telecommunications System (NLETS) and National Crime Information Center (NCIC) information to meet state and federal guidelines, utilizing their precise formats.

Minimum Requirements:

A. Education, Training, Experience

Must be a high school graduate or possess the equivalent GED. Must successfully complete Department typing test. Must take a Department approved Dispatch Simulation test. Two (2) years public safety communications experience preferred. Emergency Medical Technician (EMT) certification preferred. Must become certified, and maintain certification, as a TDD/TTY operator. Must become certified, or provide proof of certification, in CPR and Emergency Medical Dispatch. Must have ability to maintain confidentiality. Must have ability to communicate effectively, both verbally and in writing.

B. Physical

Must be able to maintain concentration on numerous tasks in a busy and noisy environment. Must be able to remain calm in emergency situations. The Dispatch Center runs on a continuous 24 hours per day 7 days per week cycle. Must be able to work multiple or rotating shifts, 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 CRS/slr

by: Brandon Lowe
Personnel Officer I