

HOWARD COUNTY POLICE DEPARTMENT

NOW TESTING FOR EMERGENCY COMMUNICATIONS OPERATOR

Start date is to be announced

<u>Testing Date</u>	<u>Time</u>	<u>Tests Administered</u>	<u>Location</u>
August 8, 2011	4-7 pm	Typing Test	Testing is conducted at the James N. Robey Public Safety Training Center 2200 Scott Wheeler Drive Marriottsville, MD 21104
August 9, 2011	4-7 pm	Typing Test	
August 10, 2011	4-7 pm	Typing Test	
August 11, 2011	4-7 pm	Typing Test	
August 12, 2011	9-11 am	Typing Test	
August 12, 2011	1-3 pm	Typing Test	

Applicants must bring a valid photo ID

STARTING SALARY \$33,987

Howard County will be conducting typing tests for the position of Emergency Communications Operator (9-1-1 Dispatcher). Essential duties include taking emergency calls and dispatching Police and Fire (EMS). Customer service and computer experience is desirable. All positions will work the following shifts: **two days 7AM to 7PM; two nights 7PM to 7AM; four days off.**

To be considered for employment, you must meet the following standards:

- Possess a high school diploma or GED
- Possess a clear criminal record
- Type a minimum of 40 wpm

Typing test sessions will take approximately 30 minutes each. *A valid photo I.D. is required at the test site.* **There will be no advance registration.** Admission to the test will be on a first-come, first seated basis. Each session can accommodate a maximum of 20 candidates, and we will test as many sessions as possible on each test date. Typing scores are valid for **six months** from date taken.

Successful candidates must satisfactorily complete the following:

- Typing test at 40 wpm
- Video Dispatch Test
- 3 hour observation of the 9-1-1 Dispatch Center
- Panel interview
- Background investigation
- Psychological screening
- Pre-placement physical

Excellent Benefits Include: Health/Dental/Life Insurance, Vacation/Disability/Personal Leave, Competitive Retirement Plan, and 8.3% Night Shift Differential Pay!

FOR MORE INFORMATION, CALL THE HOWARD COUNTY
PERSONNEL OFFICE AT 410-313-2033

HCPD IS AN
ACCREDITED AND
EEO AGENCY
Rev. 7/11



Who Do You Want To Be?