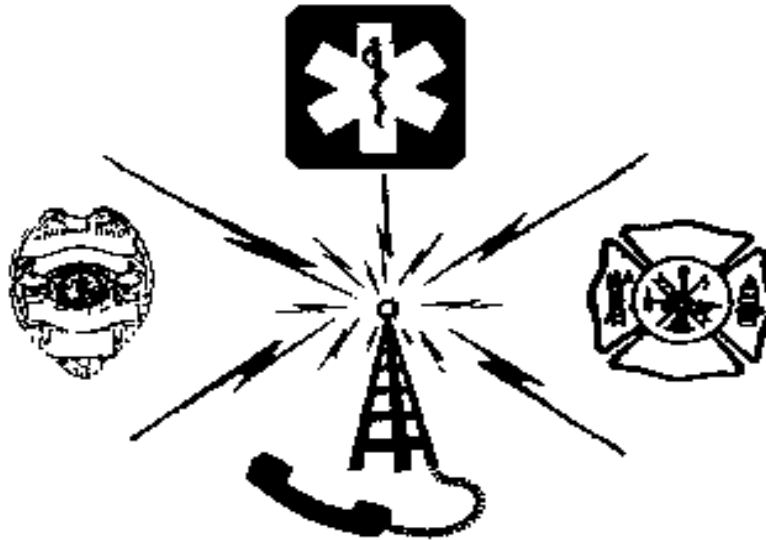


APPLICATION FOR EMPLOYMENT

MACON COUNTY ENHANCED 9-1-1

1205 N. MISSOURI ST

MACON, MO. 63552



PLEASE NOTE: ONLY PHYSICAL COPIES OF THIS APPLICATION WILL BE ACCEPTED. ONLINE APPLICATIONS ARE NOT ACCEPTED AT THIS TIME. PLEASE PRINT A COPY OF THIS APPLICATION TO COMPLETE IT.

Macon County Enhanced 9-1-1 is an equal opportunity employer. We comply with all applicable state and federal civil rights and equal employment laws and regulations

JOB DESCRIPTION
9-1-1 DISPATCHER (TELECOMMUNICATOR)

FOR A VARIETY OF REASONS, HAVING TO DO WITH JOB CONTENT AND JOB STRUCTURE, THE POSITION OF 9-1-1 DISPATCHER IS HIGHLY STRESSFUL AND REQUIRES A UNIQUE SET OF CHARACTERISTICS OR TRAITS TO ENABLE THE INDIVIDUAL TO SUCCESSFULLY PERFORM THE REQUIREMENTS OF THE JOB AND DESIRE TO REMAIN IN THE JOB.

A 9-1-1 DISPATCHER MUST POSSESS THE ABILITY TO EFFECTIVELY DETACH FROM THE CALLERS' EMOTIONS, THE ABILITIES TO QUICKLY SELECT AN APPROPRIATE COURSE OF ACTION, THE ABILITY TO EFFECTIVELY PRIORITIZE DUTIES, AND REMAIN CALM ALWAYS.

A 9-1-1 DISPATCHER MUST BE ABLE TO PROJECT THIS CALMNESS ALWAYS, BY TELEPHONE TO 9-1-1 CALLERS, BY RADIO TO UNITS IN THE FIELD, AND TO OTHER DISPATCHERS WITHIN THE FACILITY.

A 9-1-1 DISPATCHER MUST BE ABLE TO HANDLE SEVERAL DIFFERENT VARIABLES AT ONE TIME (E.g., COLLATE INFORMATION ON TWO OR MORE SEPARATE CALLS THAT MAY BE DESCRIBING THE SAME INCIDENT AND/OR COORDINATE THE STATUS AND AVAILABILITY OF SEVERAL RESPONSE UNITS, EITHER DISPATCHED OR PENDING). THIS COLLATION OF CALLS/UNITS MAY BE 9-1-1 TELEPHONE CALLS RECEIVED, OUTGOING TELEPHONE CALLS PLACED BY THE 9-1-1 DISPATCHER, RADIO CALLS RECEIVED FROM UNITS IN THE FIELD, RADIO TRANSMISSIONS BROADCAST BY THE 9-1-1 DISPATCHER, AND/OR INFORMATION RELAYED BY OTHER DISPATCHERS WITHIN THE FACILITY.

DURING 9-1-1 CALLS, A 9-1-1 DISPATCHER MUST BE ABLE TO VIEW, OBTAIN, VERIFY, AND RELAY THE INFORMATION DISPLAYED ON THE ENHANCED 9-1-1 SYSTEM'S SCREEN, COMPUTERIZED MAP DISPLAY, AND/OR THE COMPUTER AIDED DISPATCH SYSTEM TO RESPONDING UNITS.

THE EQUIPMENT USED BY MACON COUNTY ENHANCED 9-1-1 TO PROVIDE EMERGENCY TELEPHONE SERVICE AND RADIO DISPATCHING IN MACON COUNTY IS COMPLEX. A 9-1-1 DISPATCHER MUST HAVE A THOROUGH WORKING KNOWLEDGE OF OPERATIONS AND USAGE OF EACH PIECE OF EQUIPMENT USED BY DISPATCHERS. A 9-1-1 DISPATCHER MUST BE ABLE TO OPERATE SEVERAL PIECES OF EQUIPMENT SIMULTANEOUSLY AS EACH INCIDENT MIGHT DICTATE.

A 9-1-1 DISPATCHER MUST POSSESS THE ABILITY TO PROBLEM SOLVE/DECISION MAKE RAPIDLY, SOMETIMES "ON-THE-SPOT," UNDER EXTREMELY STRESSFUL SITUATIONS.

A 9-1-1 DISPATCHER MUST POSSESS EXCELLENT COMMUNICATIONS SKILLS IN A "TWO-WAY" TYPE OF ATMOSPHERE. (E.g., LISTENING TO A TELEPHONE CALLER AND VERBALLY COMMUNICATING BACK TO THAT CALLER, MONITORING RADIO TRAFFIC ON NUMEROUS FREQUENCIES, VERBALLY BROADCASTING INFORMATION TO UNITS IN THE FIELD, AND COMMUNICATING WITH OTHER DISPATCHERS WITHIN THE FACILITY).

A 9-1-1 DISPATCHER MUST POSSESS THE ABILITY TO WORK UNSUPERVISED WITH OTHERS, SOMETIMES DURING EXTREMELY STRESSFUL SITUATIONS.

A 9-1-1 DISPATCHER MUST BE CERTIFIED AS A PUBLIC SAFETY DISPATCHER OR EQUIVALENT, BEFORE BEING ALLOWED TO ANSWER INCOMING 9-1-1 TELEPHONE CALLS.

A 9-1-1 DISPATCHER MUST BE CAPABLE OF ACKNOWLEDGING THE NEED FOR, AND POSSES THE WILLINGNESS TO REQUEST CRITICAL INCIDENT STRESS DEBRIEFING FOR THEMSELVES AND CO-WORKERS.

PERSONAL

LAST NAME	FIRST NAME	MIDDLE	SOCIAL SECURITY #
PRESENT ADDRESS	CITY	STATE	ZIP
			TELEPHONE NO.
PERMANENT ADDRESS	CITY	STATE	ZIP
			TELEPHONE NO.
POSITION APPLIED FOR		ARE YOU APPLYING FOR	
		FULL TIME []	PART TIME []
		REGULAR []	TEMPORARY []

DO YOU HAVE RELATIVES CURRENTLY EMPLOYED BY THIS AGENCY? YES [] NO []

ARE YOU 18 YEARS OF AGE OR OLDER? YES [] NO []
LONG RANGE GOALS?
ARE YOU A CITIZEN OR ALIEN LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? YES [] NO []
HAVE YOU EVEN BEEN CONVICTED OF A FELONY? YES [] NO [] IF YES, EXPLAIN:
AFTER REVIEWING THE FUNCTIONS OF THE JOB YOU ARE APPLYING FOR, DO YOU HAVE ANY PHYSICAL OR MENTAL CONDITIONS THAT WOULD SUBSTANTIALLY LIMIT YOUR ABILITY TO PERFORM THAT JOB IN AN APPROPRIATE AND SAFE MANNER? YES [] NO [] IF YES, EXPLAIN:

DATE AVAILABLE FOR WORK:
WOULD YOU CONSIDER WORKING:
WEEKENDS YES [] NO []
HOLIDAYS YES [] NO []
ON CALL YES [] NO []
ANY SHIFT YES [] NO []
SHIFT PREFERENCE:
DAYS: []
EVENINGS: []
NIGHTS: []

EDUCATION/SKILLS

SCHOOL	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	LAST YEAR COMPLETED				DID YOU GRADUATE?	DIPLOMA/ DEGREE
			1	2	3	4		
HIGH								
COLLEGE								
COLLEGE								
OTHER BUSINESS COLLEGE, OTHER SPECIAL COURSES (INCLUDE SPECIAL MILITARY TRAINING, POST GRADUATE, OR ADDITIONAL SPECIALIZED TRAINING)								
AREA OF SPECIALIZATION OR MAJOR INTEREST:				TYPING: APPROX WPM				
LIST ANY COMPUTER OR RADIO EQUIPMENT PREVIOUSLY OPERATED:								

EMPLOYMENT HISTORY

NAME, ADDRESS AND PHONE NUMBER OF PREVIOUS EMPLOYERS WITH MOST RECENT FIRST	FROM	TO	IMMEDIATE SUPERVISOR	LAST SALARY
JOB TITLE:				
EMPLOYER NAME:			PHONE:	
ADDRESS:				
DUTIES:				
REASON FOR LEAVING:				

NAME, ADDRESS AND PHONE NUMBER OF PREVIOUS EMPLOYERS WITH MOST RECENT FIRST	FROM	TO	IMMEDIATE SUPERVISOR	LAST SALARY
JOB TITLE:				
EMPLOYER NAME:			PHONE:	
ADDRESS:				
DUTIES:				
REASON FOR LEAVING:				

NAME, ADDRESS AND PHONE NUMBER OF PREVIOUS EMPLOYERS WITH MOST RECENT FIRST	FROM	TO	IMMEDIATE SUPERVISOR	LAST SALARY
JOB TITLE:				
EMPLOYER NAME:			PHONE:	
ADDRESS:				
DUTIES:				
REASON FOR LEAVING:				

CAN WE RUN A DETAILED EMPLOYMENT CHECK, INCLUDING BUT NOT LIMITED TO A CHECK, WITH YOUR PREVIOUS EMPLOYERS?

[] YES [] NO

_____ PLEASE SIGN HERE TO AUTHORIZE REFERENCE CHECK _____

STATE BELOW IF YOU DO NOT WANT US TO CONTACT ANY OF THE ABOVE LISTED FORMER EMPLOYERS, AND THE REASON YOU DO NOT WANT EACH ONE LISTED CONTACTED.

Since the missions of the Macon County Enhanced 9-1-1 Dispatcher Center include providing Emergency 9-1-1 telephone services, and radio dispatching for emergency agencies in Macon County and Knox County, as well as operating the Master Criminal Terminal for Macon County and Knox County agencies on the MULES network, certain securities must be maintained.

Regulations, both State and Federal apply to certain aspects of the information that is received and/or sent by the 9-1-1 dispatch center. This information includes 9-1-1 telephone information, database information with confidential information specific to an individuals property, criminal records and other specific information about a person through the MULES network, as well as information that may be received or transmitted by radio, computer terminal, or any other means of receiving or transmitting information.

For the Macon County Enhanced 9-1-1 Dispatch Center to operate withing these regulations, a complete background check must be performed on each dispatcher or data entry personnel prior to employment. The background check will include a criminal history. Fingerprints must also be submitted to the FBI and Missouri State Highway Patrol to check for any prior criminal history, prior to authorization of use of the MULES network.

All information from this background check will be kept confidential, and will be used by Macon County Enhanced 9-1-1 soley for the purpose of employment. The information will not be released to anyone else without your written request to do so.

Do you authorize Macon County Enhanced 9-1-1 to conduct a complete background check on you including a criminal history check?

]YES

]NO

PLEASE SIGN HERE AUTHORIZING A BACKGROUND AND CRIMINAL HISTORY CHECK

PLEASE PRINT FULL NAME HERE INCLUDING MIDDLE INITIAL

DATE

SOCIAL SECURITY NUMBER

DATE OF BIRTH