

CITY OF MILTON-FREEWATER

PO Box 6, Milton-Freewater, OR 97862
Phone 541.938.8243 FAX 541.938.8224

POSITION ANNOUNCEMENT

- Position:** FULL-TIME EMERGENCY COMMUNICATIONS SPECIALIST
- Salary:** Pay Range \$23.13 - \$29.83, depending upon certification level.
Bilingual incentive pay is an additional 5%.
Lateral pay based on Oregon DPSST certification level. Excellent benefit package.
- Duties:** Operates radio, telephone and computer equipment in dispatching police, fire, public and private utilities, medical and other health and safety personnel in answer to requests for service; performs a variety of complex clerical duties involving the transcribing, compilation and submission of reports, bookkeeping and cashiering; does related work as required.
- Qualifications:** Desire reasonable knowledge of office and clerical practices and procedures. Reasonable knowledge of business English, spelling, punctuation and arithmetic; skill in typing and working knowledge of computers. Ability to understand oral and written instructions and to act upon them accordingly. Be capable in the operation of radio dispatching. Ability to speak clearly in a well-modulated voice and to use good diction. Ability to act effectively and calmly in emergency situations. Ability to develop a knowledge of a considerable range of procedures, techniques, laws and ordinances. Ability to establish and maintain harmonious working relationships with other agencies, officials, other employees and to deal firmly but courteously with the public. Upon completion of Oregon's required training with the Department of Public Safety Standards and Training (DPSST), must be able to work independently without immediate supervision.
- BILINGUAL SPANISH & LATERALS ENCOURAGED TO APPLY!***
- Graduation from high school or the equivalent GED certificate. **Must be able to work any shift within a 24-hour period, and work rotating shift schedules of day, evening and night shifts, encompassing weekends and holidays.**
- Method**
- Of Selection:** Evaluation of candidate's background from completed application form and resume. May administer DPSST standardized testing. Only those applicants who appear best qualified as determined by a screening committee will be tested or interviewed. However, the City of Milton-Freewater reserves the right to not fill this position, reject all applications, reopen the position or make a direct appointment. Applications received during this recruitment may be used to fill future vacancies at the City's discretion. Successful applicants must be free of felony convictions and/or disqualifying misdemeanors and pass requirements for background.
- Application:** Applications may be obtained from the Human Resource Officer, City Hall, 722 S. Main St., Milton-Freewater, Oregon, 541.938.8243 or on the City's website, www.mfcity.com. **Applications to be considered for the first review must be in the Human Resource Office no later than Monday, August 28, 2023 at 11:00am. Position will remain open until filled.** Disability accommodations made in the recruitment process.