



PORTER COUNTY CENTRAL COMMUNICATIONS
IS AN EQUAL OPPORTUNITY EMPLOYER

Welcome! Thank you for considering joining our team! Below you will find information about the position you are applying for.

GENERAL:

Porter County Central Communications E-911 is a county-wide consolidated emergency dispatch center providing vital communications for citizens and public safety agencies (law enforcement, fire and emergency services) in Porter County, Indiana.

RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities.

- Provides dispatch services for multiple public safety departments; follows and complies with Porter County Central Communications E-911 policies and procedures to assure the safety of Police Officers, Firefighters, other emergency services personnel, and the public.
- Answers incoming emergency and non-emergency calls; interviews callers and gathers details; prioritizes calls for service and determines appropriate personnel to respond; dispatches emergency responders; relays pertinent information to law enforcement and emergency services officers in a concise, organized and understandable manner.
- Provides information, instructions and assistance to the public within scope of authority.
- Provides detailed call information to police, fire and EMS as needed; maintains status and awareness of active first responder's locations; monitors message traffic and relays information to first responders.
- Performs inquiries and criminal history checks for Porter County law enforcement agencies through National Crime Information Center (NCIC), and Indiana Data and Communications System (IDACS). Must complete and maintain certification with a passing grade in the Indiana Data and Computer Services (IDACS)/National Crime Information Center (NCIC) Certified Operator Course, Cardiac Pulmonary Resuscitation (CPR), first aid, Basic Telecommunications Course, Emergency Medical Dispatch Course, Fire Communications Course, National Incident Management Courses (NIMS), and any other classes or certifications as needed or directed. Requirement for cross-agency training, as needed.
- Enters emergency assistance calls into the computer aided dispatch (CAD) incident logs; inputs law enforcement and criminal justice system information into the IDACS & NCIC computer system as directed; enters and processes data into CAD.
- Contacts and communicates with other law enforcement, agencies, jurisdictions, and emergency services agencies for additional information and resources as needed, and relays information regarding incidents.
- Receives and sends information to and from other agencies and jurisdictions.
- Maintains the absolute confidentiality of all data and information.
- Performs other duties as assigned or required.

QUALIFICATIONS:

- United States citizen and at least 18 years of age
- High school diploma or GED certificate
- Must be able to read, speak and write English fluently
- No felony criminal convictions
- Must pass a typing test with a minimum of 35 words per minute (wpm)
- Strong analytical and logical problem-solving skills
- Strong interpersonal skills to include the ability to work one-on-one in a high stress and in a team Environment
- Must pass the CritiCall Candidate Program, as defined by the Administration.

PHYSICAL DEMANDS / WORK ENVIRONMENT:

- Willing to work a 12-hour shift (Day Shift: 6:30A – 6:30P / Evening Shift: 6:30P – 6:30A); with shift rotation every 6 months.
- Willing to work mandatory overtime when required, weekends and holidays.
- Work is performed in a highly restricted area, primarily while sitting at a workstation for long periods of time. Must be able to work under stressful conditions, having good cognitive skills; maintain work accuracy and the ability to concentrate on more than one task at a time. Headsets are required to accomplish work tasks.
- May be required to work immediately before, during or after an emergency or disaster.
- **NOTE:** This position is designated safety and/or security sensitive.

Upon a conditional job offer, the applicant will undergo an extensive law enforcement background check.

Please be honest and truthful on your application. Felony convictions and any deception will automatically disqualify you for employment with Porter County Central Communications E-911. Also at the time of a conditional job offer, the applicant must pass a physical and psychological exam to ensure the applicant is physically and mentally capable to perform their duties.

SUBMIT APPLICATION:

An original copy, with signature, is required to be turned in for consideration.

E-MAIL to: joinportercounty911@porterco.org

Mail to: PCCC E911, 157 Franklin St, Valparaiso, IN 46383

Applications will be screened for the required prerequisites.



EMPLOYMENT APPLICATION

Porter County Central Communications
157 Franklin St, Valparaiso, Indiana 46383
(219) 477-3023 (Administration)
joinportercounty911@porterco.org



Porter County Central Communications Is an equal opportunity employer.

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION. SIGN AND DATE THE APPLICATION. AN INCOMPLETE APPLICATION MAY BE A BASIS FOR YOU NOT BEING CONSIDERED.

GENERAL INFORMATION			
POSITION APPLYING FOR		DATE OF APPLICATION	
HOW DID YOU LEARN ABOUT US?			
LAST NAME		FIRST NAME	MIDDLE INITIAL
STREET ADDRESS		CITY	STATE
PRIMARY PHONE	SECONDARY PHONE	EMAIL	

HAVE YOU EVER FILED AN APPLICATION WITH US BEFORE?		IF YES, GIVE DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO		
ARE YOU CURRENTLY EMPLOYED?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
ARE YOU AVAILABLE TO WORK		
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SHIFT WORK <input type="checkbox"/> TEMPORARY		
ARE YOU CURRENTLY ON "LAY-OFF" STATUS AND SUBJECT TO RECALL?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
CAN YOU TRAVEL IF THE JOB REQUIRES IT?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 7 YEARS? <i>(CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT)</i>		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF YES, EXPLAIN		

EMPLOYMENT HISTORY

LIST YOUR WORK EXPERIENCE FOR AT LEAST THE LAST 10 (TEN) YEARS INCLUDING SELF-EMPLOYMENT, MILITARY SERVICE, VOLUNTEER WORK AND PERIODS OF UNEMPLOYMENT. IF YOU DO NOT HAVE 10 YEARS OF WORKING HISTORY, PROVIDE THE MAXIMUM YOU HAVE.

MOST RECENT EXPERIENCE		
EMPLOYER	TOTAL YEARS	
ADDRESS	TOTAL MONTHS	
POSITION	NUMBER OF EMPLOYEES SUPERVISED	FROM (MO/YR)
SUPERVISOR	PHONE	TO (MO/YR)
SPECIFIC DUTIES		HOURS WORKED PER WEEK
		STARTING SALARY
		FINAL SALARY
		MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
REASON FOR LEAVING		

EMPLOYER	TOTAL YEARS	
ADDRESS	TOTAL MONTHS	
POSITION	NUMBER OF EMPLOYEES SUPERVISED	FROM (MO/YR)
SUPERVISOR	PHONE	TO (MO/YR)
SPECIFIC DUTIES		HOURS WORKED PER WEEK
		STARTING SALARY
		FINAL SALARY
		MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
REASON FOR LEAVING		

EMPLOYER		TOTAL YEARS
ADDRESS		TOTAL MONTHS
POSITION	NUMBER OF EMPLOYEES SUPERVISED	FROM (MO/YR)
SUPERVISOR	PHONE	TO (MO/YR)
SPECIFIC DUTIES		HOURS WORKED PER WEEK
		STARTING SALARY
		FINAL SALARY
		MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
REASON FOR LEAVING		

EMPLOYER		TOTAL YEARS
ADDRESS		TOTAL MONTHS
POSITION	NUMBER OF EMPLOYEES SUPERVISED	FROM (MO/YR)
SUPERVISOR	PHONE	TO (MO/YR)
SPECIFIC DUTIES		HOURS WORKED PER WEEK
		STARTING SALARY
		FINAL SALARY
		MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
REASON FOR LEAVING		

EDUCATION

NAME/ADDRESS OF SCHOOL	COURSE OF STUDY	YEAR(S) COMPLETED	DIPLOMA / DEGREE
ELEMENTARY SCHOOL			
HIGH SCHOOL			
UNDERGRADUATE STUDY			
GRADUATE PROFESSIONAL			
OTHER (SPECIFY)			

INDICATE ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ, AND/OR WRITE AS WELL AS LEVEL OF FLUENCY.

LANGUAGE	SPEAK	READ	WRITE

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIPS, SKILLS, AND EXTRA-CURRICULAR ACTIVITIES.

ADDITIONAL INFORMATION

DESCRIBE ANY JOB-RELATED TRAINING RECEIVED IN THE UNITED STATES MILITARY.

LIST PROFESSIONAL, TRADE, BUSINESS, OR CIVIC ACTIVITIES AND OFFICES HELD. YOU MAY EXCLUDE MEMBERSHIP WHICH WOULD REVEAL GENDER, RACE, RELIGION, NATIONAL ORIGIN, ANCESTRY, DISABILITY, OR OTHER PROTECTED STATUS.

OTHER QUALIFICATIONS

SUMMARIZE SPECIAL JOB-RELATED SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCE.

CHECK SKILLS / EQUIPMENT OPERATED:	<input type="checkbox"/> SERVERS	<input type="checkbox"/> OTHER (LIST)
	<input type="checkbox"/> MS OFFICE	
	<input type="checkbox"/> FAX	
	<input type="checkbox"/> DESKTOP COMPUTER	
	<input type="checkbox"/> PBX SYSTEM	
	<input type="checkbox"/> TYPEWRITER	
	<input type="checkbox"/> CALCULATOR	

STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION.

NOTE TO APPLICANT: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING

ARE YOU CAPABLE OF PERFORMING, IN A REASONABLE MANNER, WITH OR WITHOUT A REASONABLE ACCOMMODATION, THE ACTIVITIES INVOLVED IN THE JOB OR OCCUPATION FOR WHICH YOU HAVE APPLIED? A DESCRIPTION OF THE ACTIVITIES INVOLVED IN SUCH A JOB OR OCCUPATION IS ATTACHED.

YES NO

REFERENCES

LIST AT LEAST 3 REFERENCES

NAME	PHONE NUMBER
ADDRESS	

NAME	PHONE NUMBER
ADDRESS	

NAME	PHONE NUMBER
ADDRESS	

NAME	PHONE NUMBER
ADDRESS	

NAME	PHONE NUMBER
ADDRESS	

NAME	PHONE NUMBER
ADDRESS	

APPLICANT STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" Nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

SIGNATURE OF APPLICANT

DATE



I, _____ hereby authorize any person, agency, partnership or corporation having any information concerning my EDUCATION RECORD, EMPLOYMENT RECORD, MILITARY RECORD, BUREAU OF MOTOR VEHICLES DRIVING RECORD OR POLICE RECORDS FROM ANY AND ALL POLICE AGENCIES, to release such information to Central Communications 911. This information is to be used for possible employment with Central Communications 911 and will not be available for public inspection. I hereby release such persons, agency, partnership or corporation from any liability, which may be incurred in releasing this information to the Central Communications 911, including liability under any Federal Law.

Signature

Date of Birth

Driver's License Number/State

Date

Witness