

DU-COMM

DuPage Public Safety Communications

600 Wall Street
Glendale Heights, IL 60139
(630) 260-7500 Administration
(630) 924-9280 Facsimile



Now Accepting Applications Alarm Operator

Glendale Heights, IL (Part-time)

DuPage Public Safety Communications (DU-COMM) is among the largest consolidated 9-1-1 communications centers within the state of Illinois. DU-COMM is a 24 hour, 7 day a week operation serving 34 Fire/Police/EMS agencies throughout DuPage County. DU-COMM is currently seeking part-time Alarm Operator applicants that have the desire to work in an exciting, challenging and rewarding career field.

Alarm Operator job duties include monitoring and processing incoming burglar and fire alarms, handling phone calls from business owners, alarm companies, member agencies, citizens, and completing clerical work related to the alarm system.

Alarm Operators have a starting wage of **\$15.00 per hour**. Employees start earning paid time off (PTO) based on hours worked after training is complete. This position is part-time and does not include any medical benefits.

Advancement opportunities include: Full-time Telecommunicator I or II (answering 9-1-1 calls and transmitting vital information to emergency personnel via the radio)

Requirements:

- Applicants must be at least 18 years of age
- Applicants must have a high school diploma or equivalent
- Applicants must be able to accurately type at least 35 wpm
- Applicants must be able to pass the applicant testing, full police background investigation, polygraph test, psychological exam and drug/hearing/vision screenings
- Schedule flexibility and multi-tasking are essential

Employees in this position need to be available to work from 6 am to 6 pm in 4 to 8 hour increments, Monday through Friday, averaging 20 hours per week.

Preferred Qualifications:

- Previous experience in a public safety environment
- Experience with multi-line telephone equipment
- Bi-Lingual Spanish/English skills
- Computer/data entry experience

How to Apply:

Applications are available at www.ducomm.org or at our facility located at 600 Wall Street, Glendale Heights, IL 60139 and will be accepted until February 24, 2012 at 12 pm. Resumes alone will not be accepted. All applicants must complete the application and checklist to be considered for this position.

There will be a Mandatory Orientation and Group Testing meeting the evening of March 6, 2012. You will be notified, via email, of the orientation/testing time and location at least 3 days prior to the event.

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Now Accepting Applications Experienced 9-1-1 Telecommunicators

Glendale Heights, IL (Full-time)

DuPage Public Safety Communications (DU-COMM) is among the largest consolidated 9-1-1 communications centers within the state of Illinois serving 34 Fire/Police/EMS agencies throughout DuPage County. DU-COMM is currently seeking experienced 9-1-1 Telecommunicator applicants that have the desire to work in an exciting, challenging and rewarding career field.

Telecommunicators with experience have a starting salary range of \$46,030 to \$57,179 based on experience/qualifications. The current union contract pay scale allows for a top salary of \$73,528 if you are a cross trained Telecommunicator.

Telecommunicator Benefits:

- Paid time off (PTO) of 208 hours each year once phone certified
- Group health insurance: HMO 15% employee contribution with PPO options available
- \$30,000 group life insurance
- IMRF pension
- Represented by Illinois Fraternal Order of Police Labor Council (ILFOPLC)
- Hourly rate for Telecommunicator II \$22.13 - \$27.49 based on experience/qualifications

Experience Required

Advancement opportunities include: TCIII (Cross-trained on both police and fire dispatching), Communications Training Officer (CTO: help in the training of new hires), Operator-In-Charge (OIC: assists Operations Managers in administrative and supervisory functions) and Language Operator (LNG: bi-lingual in specified languages: Spanish, Polish, Farsi, Vietnamese or Mandarin).

Requirements:

- Must have recent Police or Fire dispatch experience
- Applicants must be at least 18 years of age
- Applicants must have a High School Diploma or Equivalent
- Applicants must be able to accurately type at least 35 wpm
- Applicants must be able to pass the applicant testing, full police background investigation, polygraph, psychological exam and medical screenings
- Schedule flexibility and multi-tasking are fundamental

Employees will rotate on all 3 shifts during their first 2 years, therefore all applicants must have the ability to work any of the 3 shifts, weekends and holidays along with overtime that maybe mandatory.

How to Apply:

Applications are available at www.ducomm.org or at our facility located at 600 Wall Street, Glendale Heights, IL 60139 and will be accepted until February 24, 2012 at 12 pm. Resumes alone will not be accepted. All applicants must complete the application and checklist to be considered for this position.

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Now Accepting Applications 9-1-1 Telecommunicators

Glendale Heights, IL (Full-time)

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Telecommunicator job duties include answering 9-1-1 telephones, transmitting vital information to emergency personnel via the radio, relaying information via the Computer-Aided Dispatch terminal, monitoring fire/burglar alarms, and answering administrative lines serving the police/fire personnel.

Telecommunicators have a **starting salary of \$44,054** with an increase to \$46,030 after successfully completing 6-9 months of training. The current union contract pay scale allows for a top salary of \$73,528 after eight years of service if you are a cross trained Telecommunicator.

Telecommunicator Benefits:

- Paid time off (PTO) of 208 hours each year once phone certified
- Group health insurance: HMO 15% employee contribution with PPO options available
- \$30,000 group life insurance
- IMRF pension
- Represented by Illinois Fraternal Order of Police Labor Council (ILFOPLC)
- Telecommunicator I starting rate is \$21.18 per hour

Advancement opportunities include: TCIII (Cross-trained on both police and fire dispatching), Communications Training Officer (CTO: help in the training of new hires), Operator-In-Charge (OIC: assists Operations Managers in administrative and supervisory functions) and Language Operator (LNG: bi-lingual in specified languages: Spanish, Polish, Farsi, Vietnamese or Mandarin).

Requirements:

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