



DATE: September 20, 2023

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently a promotional eligible list.)

FROM: Everett Erichsen, Director, Emergency Communications/Emergency Management,
238 Golden Hill Lane, Kingston, NY 12401

JOB VACANCY: Emergency Services Dispatcher II / Contingent Permanent/Temporary / Full-Time / Benefited

LOCATION: Fire Ctl Bldg

SALARY: \$26.46 / hour (Grade 14)

FILL DATE: October 11, 2023

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for supervising subordinate dispatchers and in dispatching police, fire and medical services to various situations and locations. An employee will supervise and participate in relaying important information to law enforcement agencies, fire fighting personnel and emergency medical services. Work is performed under general supervision of a higher level employee in accordance with well established policies and procedures with leeway allowed to resolve problems as they occur. Supervision may be exercised over the work of subordinate personnel and may vary in degree depending on location. Employees in this class must exercise sound judgement in response to various emergency situations. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the geography of the municipality; thorough knowledge of the operating principal and maintenance of a two way radio communication system; good knowledge of logistics of medical emergencies, police emergencies, and fire fighting; ability to operate various radio equipment; ability to think clearly and act quickly in various situations; ability to remain calm in stressful situations; ability to direct emergency services through the quickest and safest route; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions; ability to plan and supervise the work of others; ability to write legibly and prepare brief, accurate reports; clerical aptitude; mental alertness; clear speaking voice; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotion: Twelve (12) months of permanent competitive class status as an Emergency Services Dispatcher I.

Open Competitive: Either

A. Graduation from high school or possession of a high school equivalency diploma and thirty (30) months of full-time paid experience or its' part-time/ volunteer equivalent in the operation of two-way radios in police, fire or ambulance services or related work; OR

B. Graduation from high school or possession of a high school equivalency diploma and fifteen (15) months of full-time paid experience or its' part-time/ volunteer equivalent in the operation of two-way radios in public works, taxi, bus, or other fleet operation settings and fifteen months (15) of full-time work experience or its' part-time/volunteer equivalent in police, fire or ambulance services.

Special Note: A background investigation will be performed on all candidates. If a candidate has been convicted of any crime (felony or misdemeanor,) it does not represent an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position.

Special Requirement for appointment to Ulster County positions: : In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER