

### Notice of Testing

The Civil Service Commission announces an open-competitive examination for the position of Public Safety Dispatcher.

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<b>TIME:</b>	<b>To be Announced</b>
<b>DATE:</b>	<b>To be Announced</b>
<b>PLACE:</b>	<b>To be Announced</b>
<b>SALARY:</b>	<b>\$ 53,622.40 per year</b>
<b>FEE:</b>	<b>\$ 50.00</b>

**Duties:** See attached job description.

**Minimum Qualifications:** Candidate must possess High School diploma or GED. Successfully pass background investigation and fingerprinting conducted by the East Haven Police Department. Successful candidate must pass a psychological exam and a physical exam including a drug screening test as well as have the ability to distinguish and identify different colors and pass a hearing test. Good computer skills with the ability to learn new computer updates and systems as they are implemented. Must be able to obtain and maintain State of Connecticut Telecommunication Certification. Must become trained and maintain current certification in Emergency Medical Dispatch (EMD). Must have effective oral, written and interpersonal skills demonstrated and tested before the time of hiring. Ability to work in a high stress environment, remain calm in that environment and concentrate on details in that environment with distractions. Ability to remain at a work station for long periods of time, sometimes without relief. Candidate must expect to report to work during periods of bad weather and natural disasters and be available as needed.

**Additional Preferred Qualifications:** Ability to speak and understand Spanish. Demonstrated knowledge of local geography. Certified in ProQA. Emergency Medical Technician. Previous dispatch/police/fire experience. Previous NCIC/Collect/911 experience.

**Examination:** Written Exam: Pass Point: 70 Weight: 100%

Additional credit may be awarded after successful completion of all phases of the exam:

- Candidates who believe they are eligible for Veteran Credit must attach copy of DD214 and other documentation if a disability is documented.
- Candidates with college credits may be eligible for the Education Credit and must have an Official Transcript from their college or university sent to the Civil Service Commission, 250 Main Street, East Haven CT 06512 before the end of the testing process.

- Candidates may be eligible for Foreign Language Credit by attaining a rating of “Intermediate-High Level” on a Foreign Language Competency Exam and must complete the request to test available with the application.

**Applications are available at [www.PoliceApp.com/EastHavenCT](http://www.PoliceApp.com/EastHavenCT). The deadline to apply is November 12, 2019.**

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**Andrea M. Liquori  
Chief Examiner**

**The Town of East Haven is an Equal Opportunity Employer. Minorities, Veterans, Females and the Handicapped are encouraged to apply.**