

## Telecommunicator Job Position Overview

### Pay rate and vacation time:

- Starting pay \$12.74
- Paid Time Off, is accrued from the start date at a rate of eight hours per month
- 18 month training contract required

### Schedule:

- This is a nightshift position
- The schedule is a swing shift, starting at six p.m. and ending at six a.m.
- It is a two week rotation period
- Week one: Monday, Tuesday, Friday, Saturday, Sunday
- Week two: Wednesday, Thursday
- During training you will move between dayshift to nightshift
- Training is a six month probation period

### Mandatory Training:

- GPSTC, Georgia Public Safety Training Center  
State mandated training in Forsyth, GA for 40 hours
- EMD, Emergency Medical Dispatch  
Training on the protocols we use for taking medical calls
- CPR
- GCIC, Georgia Crime Information Center  
Training on the database we use for obtaining drivers' license information, tag information, stolen property, criminal history information, etc.

### Job Description:

- We answer calls for service, non-emergency and emergency  
Example of non-emergency: Someone needing an officer because their house was broken into while they were on vacation  
Example of emergency: Someone needing an ambulance because a relative is not breathing.
- We dispatch for all public service agencies in Whitfield County  
Dalton Police Department, Dalton Fire Department, Whitfield EMS, Cohutta Fire Department, Whitfield County Fire Department, Whitfield County Sheriffs Office, Tunnel Hill Police, Varnell Police, Cohutta Police Department  
Run GCIC/NCIC to obtain information for law enforcement agencies  
EMD calls for service
- Maintain documentation of all incidents
- Multitask

## Hiring Process:

- Critical Testing
- Background Testing  
Criminal History, Drivers History, Work History, References, Etc.
- Shift Sit In  
At least four hours
- Interview with the hiring panel
- Interview with the director
- Drug Test and Physical Exam

Thanks for your interest in employment. If you have any questions on any of the information above or if you have any additional questions feel free to contact Julie Tallent-Baliles, Training Coordinator, or Jeff Ownby, Assistant Director, at 706-370-4911.