



911 Employment Application

Okmulgee County
E911 Communications
315 W 8th St, Suite 911
Okmulgee, OK 74447
Phone 918-759-2235
Fax 918-759-2246

Thank you for considering us as a potential employer, we do appreciate your interest in a career as a 9-1-1 Call Taker/Public Safety Telecommunicator.

Because of the sensitive nature of this position you will be required to pass both a criminal history background check and pre-employment drug screening.

The application process will require you to take typing test, a written assessment, in person interview(s) and you will be sitting in on a partial shift in the 9-1-1 Communication Center to give you an idea of the work involved. Each of these steps depends on a positive recommendation from either the written assessment or interview team. Not all applicants will be selected for an interview or to move forward in the above process.

Read and pay close attention to the first two pages of the application, as they provide a job description as well as essential and margin functions and essential skills as well as other requirements needed to perform for this position. If you have any questions or concerns related to these please direct those to the Director or the person calling you to set up an interview.

This position does require a minimum of 12 to 16 weeks of full time intensive training. During this period to be successful you will be required to direct all your attention to your training and will be required not to have any other employment obligations. You will not be allowed to hold this job and have other full or part time employment elsewhere until you have successfully completed our training and new employee assessments.

EMPLOYMENT APPLICATION – PUBLIC SAFETY TELECOMMUNICATOR

Thank you for your interest in the Public Safety Telecommunicator position with Okmulgee County E911 Communications. This is a highly challenging position which receives and relays information which receives and relays information between persons who need assistance from our Sheriff, Police Medical, and Emergency Management Departments.

Position Application Prerequisites

Public Safety Telecommunicator must be at least 18 years old when hired.

The Public Safety Telecommunicator position is a full-time position, requiring the ability to work rotating shifts and days off. Applicants who are not able or willing to work any shift assigned will not be considered.

This application is only the beginning of the hiring process for the Public Safety Telecommunicator position. Other tests and interviews may be required, including polygraph and psychological tests.

Background Investigation

Due to the sensitive nature of our operation, we must conduct thorough background checks of our personnel. This is aided by the lengthy application that is attached. Answer each question fully and truthfully, and remember that all of the information provided is subject to verification. Any willful falsification of information given may result in immediate rejection of your application prior to employment, or may result in immediate discharge if employed.

Assistance in Completion of the Hiring Process

If you require assistance in completing this application form or if you require special testing due to a disability, please notify our Personnel Department.

Application Information Disclosure

Okmulgee County E911 Communications hires you, the information supplied on this employment application, except for your residential address, driver's license number and social security number, may be subject to disclosure through the Open Records Act of the State of Oklahoma. If you wish Okmulgee County E911 Communications to consider other information regarding your qualifications for this position, you may separately submit a resume containing such documentation.

Equal Opportunity/Affirmative Action Employer

Okmulgee County E911 Communications does not discriminate based on race, color, religion, sex, and national origin, age, marital or veteran status, political affiliation, disability or any other legally protected status.

Application

Print or type answers to each question clearly and completely. All questions must be answered. This is an application for employment and no employment contract is being offered.

Ability to Do Essential Job Functions

Okmulgee County E911 Communications is concerned with your ability to perform the job and will not at this time consider your need for reasonable accommodation, except as necessary to complete the application form. If after reviewing your application form, verifying your responses, and conducting necessary interviews or tests, you are considered for this position and would need a reasonable accommodation to perform the essential job functions or demonstrate performance in the examination process, the parties will explore available alternatives. Okmulgee County E911 Communications may

conduct a pre-employment examination that will determine whether you can do the essential job functions of the position without substantial risk to yourself and the public.

Nepotism

The Okmulgee County E911 Communications is governed by Okmulgee County. Okmulgee County has adopted a policy that states: The Okmulgee County shall not hire any person who is related by blood or marriage within the third degree to elected official.

"Any person who is related by blood or marriage within the third degree" includes, but it not limited to, spouse, child, step-child, child-in-law, step-child-in-law, grandchild, step-grandchild, parent, step-parent, parent-in-law, sibling, stepsibling, sibling-in-law, grandparent, grandparent-in-law, aunt, uncle, niece, and nephew.

Immigration Reform Act

At such time as you are extended an offer of employment, you will be required to furnish the following documentation to the Okmulgee County Clerk. You do not need to furnish it at this time, but will be required to furnish this to the Personnel Department if you are the successful applicant. Okmulgee County participates in E-Verify. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). In accordance with United States Code, Title 8, Section 132A; Okmulgee County must verify every individual's eligibility for employment in the United States. The Immigration and Naturalization Service and the United States Department of Labor require you to furnish Okmulgee County with one of the following documents:

1. Social Security Account Number Card
2. Certificate of Birth establishing U.S. nationality.
3. Certificate of U.S. Citizenship
4. Certificate of Naturalization
5. U.S. Passport
6. Alien Resident / Alien Card with photo

Failure to furnish the Okmulgee County Clerk with the requested documentation will result in denial of employment with Okmulgee County.

OKMULGEE County E911 COMMUNICATIONS PUBLIC SAFETY TELECOMMUNICATOR FLSA

Status: Non-Exempt

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To receive incoming calls for police, fire, medical and emergency assistance; to provide emergency communication services; to gather, receive, record and disseminate information from police, fire, ambulance and public safety officers and the general public to appropriate parties and agencies; and to perform a variety of technical dispatching tasks in support of the communications program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory personnel. Exercises no supervision.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Receive emergency service calls from the public requesting law enforcement, ambulance, fire or other emergency service; determine nature, location and priority of emergency; dispatch emergency units as necessary; answer regular phone lines transferring, referring or receiving information. Monitor radio console with multiple channels and monitor 911 emergency lines; enter and cancel entries in the assigned system; monitor nonemergency lines and transfer calls to appropriate locations; operate various communication equipment in the performance of communication activities. Answer non-emergency calls for assistance; take reports over the telephone; answer and dispatch maintenance service emergencies during evenings, weekends and holidays; contact appropriate personnel for response. Monitor radio traffic from multiple radio channels; process all requests of police, fire, ambulance personnel on radio as needed; record and document by computer entry all calls dispatched; provide timely and accurate directions to public safety units responding to emergency calls; maintain daily log of all field calls and units dispatched. Operate the in-house computer system for call entries and inquiries; use telecommunications systems to coordinate emergency calls and relay information and assistance requests involving other law enforcement, emergency medical and fire agencies; monitor and operate as needed. Enter, update and retrieve information from NCIC and other criminal information systems relating to wanted persons, warrants, stolen property, vehicle registration, stolen vehicles and other information. Perform data entry of various records in to the computer system; validate all files entered in to the computer; enter impounds into the computer, release impounds. Inquire on requests for information including license plates, addresses, autos, and VIN'S; enter criminal history and driving records requests, complete log and distribute to requesting party. Provide staff assistance to assigned supervisory personnel; prepare and present staff reports and other correspondence as appropriate and necessary Coordinate communication activities with those of other divisions and outside agencies and organizations.

Marginal Functions:

Respond to public inquiries in a courteous manner in person and on the telephone; provide information within the area of assignment; resolve complaints in an efficient and timely manner. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of an emergency dispatch program. Methods and techniques of emergency dispatching. Pertinent Federal, State and local laws, codes and regulations. Basic principles and procedures of record keeping. Geographic features and street locations and names. Policies and Procedures of receiving and processing emergency calls. Procedures used in operating computer-aided dispatch and 911 systems. Standard radio broadcasting and dispatch procedures and rules. Operations, services and activities of the agencies served. English usage, spelling, grammar and punctuation. Modern office procedures, methods and computer equipment. Operational knowledge of telecommunications equipment.

Ability to:

Interpret, explain and enforce department policies and procedures. Operate a variety of telecommunications equipment in a safe and effective manner. Perform dispatching activities. Effectively communicate with and elicit information from upset and irate citizens. Work under pressure, exercise good judgment and make sound decisions in emergency situations. Operate 911 equipment. Operate a computer terminal, teletype and other office equipment. Perform routine clerical activities. Type at a speed necessary for successful job performance. Work independently in the absence of supervision. Interpret and apply Federal, State and local policies, laws, and regulations. Understand and follow oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Essential Skills:

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- recognizing and responding to questions
- speaking in a clear, audible voice
- distinguishing differences between colors
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- prioritizing emergency and non-emergency situations
- answering questions
- demonstrating intellectual capabilities .

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- working under extreme stress and pressure
- operating assigned equipment.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Two years of public safety dispatch experience. Training: Equivalent to the completion of the twelfth grade plus additional technical training related to public safety dispatching and use of related equipment.

License or Certificate:

Possession of or ability to obtain Emergency Telecommunicator, Emergency Police Dispatch, Emergency Fire Dispatch, Emergency Medical Dispatch, CPR, Medical First Responder and valid driver's license may be required.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. General manual dexterity.

PERSONAL INFORMATION:

Full Name: _____

Any other names you have used: _____

Current Street Address: _____

City/State & Zip: _____

Mailing Address (if different from above) _____

Primary Phone: _____ Secondary Phone: _____

E-mail Address: _____

Social Security #: _____ Driver's License # _____

DL State of Issue: _____ DL Expiration Date: _____

Is there any other Social Security or Driver's License numbers you have used? (If yes list below)

Social Security #: _____ Driver's License #: _____

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Fully explain any "yes" answer to the following questions (except the first question) on page 8.

Yes No Are you legally eligible to work in the United States?

Yes No Are you related to any Okmulgee County E911 Communications employees, current County Commissioners or any other current County Officers?

Yes No Have you applied for a Telecommunicator position with Okmulgee County E911 Communications before?

Answering "yes" to the following questions does not constitute an automatic bar of employment. Factors such as date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

Yes No Have you ever had a driver's license suspended or revoked?

Yes No Number of traffic citations you have received in the past seven years? Number _____

Yes No Have you ever been charged with Driving While Intoxicated or Driving While Impaired?

Yes No Have you ever been charged with a felony or do you have felony charges pending?

Yes No Have you ever been arrested?

Yes No Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime? If yes, please provide date(s) and details on page 8.

Yes No Have you ever received a suspended sentence?

Yes No Have you ever received probation?

EMPLOYMENT INFORMATION:

List in chronological order all employment, including part-time, for the past 10 years. Begin with your current employer. Attach additional if necessary.

Employer Name: _____ Telephone #: _____
Address: _____ City/State: _____
Dates of Employment (from/to): _____ Ending Salary: _____ Average Hours Worked/Week: _____
Position Held/Duties & Responsibilities (be specific): _____
Supervisor's Name: _____ Title: _____ Telephone #: _____
Reason for Leaving: _____

Employer Name: _____ Telephone #: _____
Address: _____ City/State: _____
Dates of Employment (from/to): _____ Ending Salary: _____ Average Hours Worked/Week: _____
Position Held/Duties & Responsibilities (be specific): _____
Supervisor's Name: _____ Title: _____ Telephone #: _____
Reason for Leaving: _____

Employer Name: _____ Telephone #: _____
Address: _____ City/State: _____
Dates of Employment (from/to): _____ Ending Salary: _____ Average Hours Worked/Week: _____
Position Held/Duties & Responsibilities (be specific): _____
Supervisor's Name: _____ Title: _____ Telephone #: _____
Reason for Leaving: _____

Employer Name: _____ Telephone #: _____
Address: _____ City/State: _____
Dates of Employment (from/to): _____ Ending Salary: _____ Average Hours Worked/Week: _____
Position Held/Duties & Responsibilities (be specific): _____
Supervisor's Name: _____ Title: _____ Telephone #: _____
Reason for Leaving: _____

Employer Name: _____ Telephone #: _____
Address: _____ City/State: _____
Dates of Employment (from/to): _____ Ending Salary: _____ Average Hours Worked/Week: _____
Position Held/Duties & Responsibilities (be specific): _____
Supervisor's Name: _____ Title: _____ Telephone #: _____
Reason for Leaving: _____

Employer Name: _____ Telephone #: _____
 Address: _____ City/State: _____
 Dates of Employment (from/to): _____ Ending Salary: _____ Average Hours Worked/Week: _____
 Position Held/Duties & Responsibilities (be specific): _____
 Supervisor's Name: _____ Title: _____ Telephone #: _____
 Reason for Leaving: _____

EDUCATION INFORMATION:
 List High School(s), correspondence, business or technical schools, and colleges and/or universities attended. Exclude military schools.
 Place additional locations on page 8.

School: _____ Subject studied (if applicable) _____
 Graduate or Degree Earned: _____ City/State: _____
 Dates Attended: _____ Hours Completed: _____
List all special educational honors, scholarships received, etc. List all memberships in school societies, or fraternities, or clubs:

School: _____ Subject studied (if applicable) _____
 Graduate or Degree Earned: _____ City/State: _____
 Dates Attended: _____ Hours Completed: _____
List all special educational honors, scholarships received, etc. List all memberships in school societies, or fraternities, or clubs:

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School: _____ Subject studied (if applicable) _____
 Graduate or Degree Earned: _____ City/State: _____
 Dates Attended: _____ Hours Completed: _____
List all special educational honors, scholarships received, etc. List all memberships in school societies, or fraternities, or clubs:

BACKGROUND REFERENCE INFORMATION:

This information is used to interview family members and associates to determine your fitness to do the essential functions of the job. The County is not limited to this list. Complete all lines applicable.

Current Spouse:

Name: _____ Telephone #: _____
Address: _____ City/State: _____

Former Spouse:

Name: _____ Telephone #: _____
Address: _____ City/State: _____

Personal References: Other than former employer or relative (List 3).

Name: _____ Telephone #: _____
Address: _____ City/State: _____

Name: _____ Telephone #: _____
Address: _____ City/State: _____

Name: _____ Telephone #: _____
Address: _____ City/State: _____

ADDITIONAL INFORMATION:

Use this page to provide any additional information you would like to tell us, and to explain any answers to the questions on the previous pages.

PERSONAL QUESTIONNAIRE:

As an applicant for the position of Public Safety Telecommunicator with Okmulgee County E911 Communications, you will be subjected to an intense background investigation including the following questionnaire which is a preview of items that will be necessary for us to check information. It will be to your benefit to answer all questions honestly and to the best of your ability.

Yes No Have you in the past ever used any controlled substance such as a narcotic, speed, PCP, barbiturate, amphetamine, LSD, cocaine, crack, heroin, marijuana, etc. that was not prescribed for you by a medical doctor?
If yes, please indicate the type of drug, the date of use and extent of usage.

Yes No Have you ever stolen anything of value?
If yes, please indicate what it was, when it happened, and how often it happened.

Yes No Have you ever been arrested and/or convicted of any crimes?
If yes, please indicate in detail the outcome of the conviction on the application form.

Yes No Do you support Local, State and Federal Laws and are willing to do so without reservation?
Yes No Are you able to do the essential functions of the job of Public Safety Telecommunicator with or without reasonable accommodation?

STATEMENT OF TRUTHFULNESS AND PERMISSION TO INVESTIGATE:

I certify that I am the person named above and that facts given in this application are true and complete to the best of my knowledge. In signing this statement, I do so with the understanding that the truthfulness of all statements herein will be investigated and if found incorrect, incomplete, or misleading, it may render me ineligible for employment as an E911 Telecommunicator.

I hereby grant permission to the Okmulgee County E911 Communications to investigate any information included in the application and I agree to submit to a pre-employment drug screen. I understand that this application is not a contract of employment. I hereby release the Okmulgee County E911 communications and its agents from all liability in making any investigation and inquiry relative to information contained in the application form. I understand, that, if employed, false or misleading statements given in this application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the Okmulgee county E911 Communications. I hereby authorize any City, County, State or Federal Agency or former employer or any individual listed in this application form to furnish to the Okmulgee County E911 Communications, its Director and staff any information concerning me necessary to process this questionnaire. A Photostat and/or copy of this authorization shall be considered as valid as the original.

Printed Name

Signature

Witness

Date

CONFIDENTIAL INFORMATION AGREEMENT FORM:

I, _____, understand that a thorough investigation will be conducted to determine my qualifications for the position of Public Safety Telecommunicator with the Okmulgee County E911 Communications. Further, that to a great extent, my employment will depend on information obtained in confidential interviews with person(s) whom I have associated. Therefore, I understand that such information is confidential, and the Okmulgee County E911 Communications cannot reveal the reasons why an applicant is removed from the selections process and/or not offered employment. I further understand that if the reason(s) for my non-acceptance are of a temporary nature whereby I should be accepted at a later date, that I will be notified. I have read and fully understand the foregoing statement.

Printed Name

Signature

Date

AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

My name is _____
 LAST FIRST MIDDLE

My Social Security #: _____

Place of Birth: _____ Date of Birth: _____

Current address is: _____

City: _____ State: _____ Zip: _____

I hereby authorize the Director of Communications or other authorized representative of the Okmulgee County E911 Communications staff member bearing this release, or a Photostat copy thereof, within one year of its date, to obtain information from your files pertaining to my employment, credit, or educational records, including but not limited to academics, achievements, attendance, athletics, personal (non-medical) history, and disciplinary records. I hereby direct you to release such information upon request of the bearer.

This release is executed with full knowledge and understanding that the information is for the official use of Okmulgee County E911 Communications. Consent is granted for to furnish such information as is described above, in the course of fulfilling this background investigation for employment with the Okmulgee County E911 Communications.

I hereby release you as the custodian of such records and any school, college, university, or other educational institution, credit bureau, lending institutions, consumer reporting agency, government entity or retail business establishment including its officers, employees or related personnel both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I hereby acknowledge that information obtained in the background investigation is confidential and will not be released to the applicant. I acknowledge that this is important in order to obtain objective and unbiased information, and will not attempt to obtain from the Okmulgee County E911 Communications a copy of any background information.

A copy of this authority is to release will be as valid as the original. Should there be any questions as to the validity of release, you may contact me as indicated below.

Printed Name

Signature

Witness

Date