

MCKINLEY COUNTY VACANCY ANNOUNCEMENT

POSITION: Telecommunications
#MCD-004

MC-2012-08
Vacancy Announcement

SALARY RANGE: PL-04, \$11.01 - \$12.22 pr hr

February 14 2012
Opening Date

LOCATION: Office of Metro Dispatch
Gallup, New Mexico

December 31, 2012
Closing Date

AREA OF CONSIDERATION: Open to All Applicants

The County of McKinley is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness and qualifications **without regard** to race, national origin, political affiliation, religious faith or absence thereof, sex, age, or disability, or any other non-merit factors.

You can contact this office by telephone at 505, 722-3868, Ext. 1011.

HOW TO APPLY: All applications and accompanying documents must be received on the closing date or earlier. All application materials received will remain property of this office and will not be returned, nor will copies be made. Tele-faxed applications will not be accepted. (Office hours are from 8:00 am to 5:00 pm each workday of the week). Applicants must provide the following documents.

1. McKinley County Application for Employment form, MCForm-010 (02/99).
2. Copies of college transcripts; if you wish to substitute related education for experience. Otherwise, education will not be credited.

Applicants must possess (or become eligible for) a valid Driver's License and must have a good driving record for insurance purposes.

Application packages may be mailed or hand-carried to the following address:

County of McKinley - PERSONNEL OFFICE
McKinley County Courthouse Building
207 West Hill Avenue - Third Floor
P.O. Box 70
Gallup, New Mexico 87305

One application package is required for each announcement. **IF YOU DO NOT SUBMIT A COMPLETED APPLICATION PACKAGE, CONSIDERATION WILL NOT BE GIVEN.**

DUTIES: Performs duties involving the receipt of and dispatching of all calls through a multi-channel radio console, telephone, and enhanced 911 system. Receives calls for assistance, reports of incidents, traffic accidents or fires. Obtains required information and calls or dispatches City or County law enforcement, fire and/or emergency services personnel, medical or law enforcement investigators, and/or wreckers, as requested or required. Works as a team member with field personnel. Maintains knowledge of field personnel locations at all times; relays information and

calls for back-up assistance with same or other Agencies, as requested or required. Receives or makes calls via paging system. Receives calls via call-forwarding for County emergency medical services and volunteer fire departments. Conducts pager test to ensure each unit is functioning properly and is being adequately monitored on a weekly basis.

Operates Computer Aided Dispatch (CAD) system; inputs calls for service and all radio messages received and transmitted. Assists in the coding of essential information needed to efficiently utilize the system. Prints radio messages transmitted and traffic stops made.

Answers calls for assistance received on E-911 equipment. Provides emergency medical assistance over the telephone, asking questions and giving instructions for emergency medical care of a sick or injured victim or other instructions for the welfare of crime victim as outlined in the E-911 standard operating procedures. In life or property threatening situations, maintains constant contact with caller until emergency is resolved or on-site assistance is provided. In life or property threatening situations, must be capable of placing multiple calls to various law enforcement or emergency service organizations, and maintaining open contact with one or more of these Agencies. When serving as a call-taker, obtains required information, enters into the CAD system and transfers calls to appropriate telecommunicator for dispatch. Reports discrepancies in addressing system to supervisor or to a coordinator.

Answers Crimestoppers telephone line. Obtains required information and completes pre-printed Crimestoppers form. If caller wishes to remain anonymous, issues caller a unique identification number. Forwards copies of completed form, with caller's name or identification number, to the Crimestoppers operation and to the appropriate telecommunicator for dispatch. Reports discrepancies in addressing system to supervisor or a coordinator.

Qualification Requirements:**1. Education/Training/Experience:**

- a. Completion of all requirements for attainment of a High School diploma or GED Certification, **PLUS**
- b. Two years of post high school education, training, general clerical/administrative, or related experience that provided the knowledge, skills, and abilities in working with the general public; of which one year must have been spent as a Public Safety Telecommunicator.
- c. Must be 18 years or older on or prior to employment.

2. Certificates/Licenses:

- a. Must be certified by the State of New Mexico in the use of radio communications and teletype network systems (i.e., NCIC, NMCIC, NLETS, NMLETS, etc.) within one year of hire.
- b. Must be certified by the State of New Mexico in emergency medical dispatch techniques within one year of hire.
- c. Must be certified in CPR within one year of hire.

**McKinley County
Metropolitan Dispatch Authority**

Application for Employment

(505) 722-2002

APPLICATIONS ARE ACCEPTED ONLY FOR POSITION CURRENTLY BEING ADVERTISED/RECRUITED.

Complete all sections that apply. Mark any area that does not apply "N/A". Material misstatements or omissions on this application will disqualify you from consideration and may result in your termination in the event you are hired. **You may add supplements to this application if needed.**

McKinley County may require satisfactory documentation of all statements. Criminal histories will not be used to disqualify applicants unless they disqualify applicants as a non-discriminatory matter of law, or if they indicate unfitness for the particular position applied for.

McKinley County is an Equal Opportunity Employer and does not discriminate in hiring or promotion on the basis of race, color, national origin, political affiliation, religious faith or absence thereof, sex, age, handicap or disability, or status as a Vietnam era or special disabled veteran, in accordance with applicable Federal and State laws.

Application and attachments remain the property of this Office and will not be reproduced nor transferred to future Vacancy Announcements. Original signatures are required.

Important Instructions for completing this Application. Call the above number to change name, address, phone number, etc. **Type or print in Ink.** Review the Vacancy Announcement for required documentation or attachments. Incomplete or illegible applications will not be processed.

The completion of this application represents your ability to provide written communication and follow directions. It is a primary source of information for managers making selection decisions. Excessive or non-essential attachments will not be referred to the Hiring Authority. Only information necessary to complete the application should be attached, e.g., transcripts, Supplemental Questionnaire and required attachments. **Resumes will be accepted in addition to, but not in lieu of work history.**

Copies are acceptable if each is clear, has an **Original Signature**, correct job title, contains required attachments and is the same size as the original application. If more space is needed to give full answers or explanations, attach additional pages referencing the item number and your name. Applicants may be required to undergo a physical examination and post-offer of employment drug screening if indicated on Vacancy Announcement *Disclosure of Social Security Number is voluntary and solicited only to provide positive identification.

Section A. POSITION APPLIED FOR – GIVE EXACT TITLE

| | |
|----------|-----------------------------|
| 1. Title | 2. Vacancy Announcement No. |
|----------|-----------------------------|

- 3) Date available to begin work _____
- 4) [] Yes [] No Are you seeking full-time employment?
- 5) [] Yes [] No Will you accept Night Work?
- 6) [] Yes [] No Will you accept Shift Work?
- 7) [] Yes [] No Will you accept temporary employment for 12 months or less?
- 8) [] Yes [] No Will you accept part-time employment (less than 40 hours per week)?

Section B. PERSONAL DATA

| | | |
|----------------------------|---|-------------|
| 1. Last Name | First Name | Initial |
| 2. *Social Security Number | | |
| 3. Mailing Address | | |
| 4. City | 5. State | 6. Zip Code |
| 7. Home Phone () | 8. Business or Message phone (if message, give name of contact person) () | |

APPLICATION FOR EMPLOYMENT

| | | |
|------------------|--------------|----------------|
| NAME-Last | First | Initial |
|------------------|--------------|----------------|

| |
|---|
| 9. Yes No Have you ever used a different name for school or employment? If so, what name(s) ? <input type="checkbox"/> <input type="checkbox"/> |
| 10. Yes No Are you over 18 years of age? If no, a work permit may be required. <input type="checkbox"/> <input type="checkbox"/> |
| 11. Yes No Does any relative of yours hold employment or elective office under McKinley County? If yes, Name <input type="checkbox"/> <input type="checkbox"/> of Relative(s) _____ Relationship(s) to you _____ Position or Office held by the relative(s)? _____ |
| 12. Yes No Are you (or have you previously been) a resident of New Mexico? If yes, indicate date(s). <input type="checkbox"/> <input type="checkbox"/> |
| 13. Yes No Are you legally eligible for employment in the United States? (Proof of citizenship or immigration <input type="checkbox"/> <input type="checkbox"/> status will be required upon employment) |
| 14. Yes No Do you have a valid drivers license? No./Class/State/Exp. Date <input type="checkbox"/> <input type="checkbox"/> |
| 15. Yes No Have you ever been convicted of a felony, had adjudication withheld or deferred on a felony charge, or <input type="checkbox"/> <input type="checkbox"/> pled nolo contendere to a felony charge? If yes, explain on a separate sheet and attach to this application. |
| 16. Yes No Have you been convicted of a misdemeanor within the last 5 years? If so, for each conviction provide <input type="checkbox"/> <input type="checkbox"/> the crime, date and court in which convicted on a separate sheet and attach to this application. |
| 17. Yes No Have you previously worked for or do you now work for McKinley County? <input type="checkbox"/> <input type="checkbox"/> If Yes, Where/ _____ and When? _____ |

Section C. QUALIFICATIONS (EDUCATION)

| 1. | Name & Address of School | Course of Study | No. of Years Completed or Sem/Qtr Hrs? | Did you Graduate? Date? | Type of Certificate, Degree or Diploma? |
|----------------------------|--------------------------|-----------------|--|---|---|
| High School | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| College | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Business/Vocational School | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

To receive credit for post High School education you must attach copies of your transcripts/degree.

2. If you did not graduate from High School, do you have a G.E.D. or similar certificate? _____
 Date Received: _____
3. Typing Yes No Computer Yes No Steno Yes No Filing Yes No
 WPM _____ List Programs _____ WPM _____
4. Describe any specialized training, apprenticeship, skills and extra-curricular activities: _____

5. Describe any honors you have received: _____

6. State any additional information you feel may be helpful to us in considering your application. _____

APPLICATION FOR EMPLOYMENT

| | | |
|------------------|--------------|----------------|
| NAME-Last | First | Initial |
|------------------|--------------|----------------|

NOTE: If you need additional employment blocks, please continue on plain paper using the same format as the "Employment Record" blocks.

Section E: PERSONAL REFERENCES

| | | |
|---|----------------|--------------|
| List three (3) personal references who are NOT relatives or former employers or supervisors: | | |
| NAME | ADDRESS | PHONE |
| | | |
| | | |
| | | |

Section F. AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that I may be required to sign an authorization and release form in connection with this application. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of McKinley County.

I authorize McKinley County, through its agents and employees, including, but not limited to, its Personnel Director and the McKinley County's Sheriff's Office, to inquire of, and receive records, reports, transcripts, and other information relating to my employability, performance in former employment, and character, from any person or entity listed in my application as a reference, employer, former employer, relative, and from any current or former employer, whether listed or not, and to inquire of, and receive, records pertaining to my criminal history and driving records.

I authorize any person, company, association, government, whether federal, state, local, or tribal, corporation or other entity recognized by law, whether or not listed as an employer, former employer, reference, or relative, to provide and deliver to McKinley County, its agents or employees, records, reports, transcripts, and other information relating to my employability, performance in former employment, and character, and to deliver to McKinley County, through its agents and employees, records pertaining to my criminal history and driving records.

I release any and all persons, companies associations, government, whether federal, state, local, or tribal corporations or other entities recognized as law, whether acting in good faith, or negligently, recklessly or maliciously, from liability for any and all damages which I might suffer from information which might be received or published, whether verbally or in writing, pursuant to the authorization provided above, whether the theory of said damages be in tort, right of reputation or privacy, in contract, or otherwise. It is my intent that this release extend to the benefit of third parties.

This application and any pre-employment investigation and materials found therein do not become a public record subject to disclosure until and if an applicant becomes an employee.

Date

Applicant Signature

McKinley County Metropolitan Dispatch Authority

MCMDA in conjunction with the New Mexico Department of Public Safety Training Center request the following information:

ADDITIONAL APPLICANT AFFIDAVIT

I have neither committed nor been convicted of or pled guilty to or entered a plea of nolo contendere to any felony charge, or within the three-year period immediately preceding the application, to any violation of any federal or state law or local ordinance relating to aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude.

Yes I am clear of the above

No I am not clear of the above

If no, explain circumstances

I have not been pardoned, entered into a pre-prosecution diversion program, or received a deferred sentence or suspended for any crime.

Yes I am clear of the above

No I am not clear of the above

If no, explain circumstances

I have served in the armed forces of the United States.

Yes

No

If yes, attach a copy of DD214 and indicate type of release or discharge.

I swear the above is true and correct to the best of my knowledge and understand if hired I will be required to sign a similar certified statement for entry into the New Mexico Department of Public Safety Training Academy.

Applicant Name: _____

Date: _____

Applicant Signature: _____

INSTRUCTIONS TO PERSONNEL OFFICE: DETACH HERE
Section G:

APPLICANT DATA RECORD

Applicants are considered for all positions and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability.

As employees/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with governmental recordings keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment

(PLEASE TYPE OR PRINT)

DATE _____

Position Applied For: _____ Vacancy Announcement No. _____

Name: _____ Phone: () _____
Last First Middle Area Code

Address: _____
Number Street City State Zip Code

Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, disability and Veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

Check one:

Male Female

Birth Date _____

Check one of the following:

Race/Ethnic Group: White Black Hispanic Asian/Pacific Islander
 American Indian/Alaskan Native Other _____

Check if any of the following are applicable:

Vietnam Era Veteran Disabled Veteran Disabled Individual

FOR RECRUITMENT SURVEY ONLY

How did you learn about this job opportunity? Check the appropriate category

- A. County Personnel Office
- B. Job Service Office
- C. Newspaper Advertisement
- D. Professional Journal or Newsletter
- E. Radio or TV Announcement
- F. School Recruiting program
- G. Internet Vacancy Announcement
- H. Friend or Acquaintance (Not County Employee)
- I. Other (Explain)

