



- OPEN POSITIONS -

## **PUBLIC SAFETY TELECOMMUNICATOR (FULL TIME) NEW AND LATERAL TRANSFERS**

The Lyons Township Area Communications Center (LTACC) is accepting applications for a full-time 9-1-1 Telecommunicators. LTACC is a consolidated 9-1-1 communications center serving the Villages of La Grange, La Grange Park, and Western Springs' Police and Fire Departments and the City of Countryside Police Department. LTACC is a 24-hour, seven-day per week operation located in La Grange, IL.

### **Essential Job Functions:**

- Answer and process 9-1-1, emergency, and non-emergency phone calls for service
- Receive and transmit radio and telephone messages and dispatch emergency personnel in accordance with standardized procedures and regulations
- Operate communications equipment to provide prompt and effective responses to calls for service in both routine and emergency situations
- Use a computer aided dispatch system to determine the nature and location of emergencies, deploy units as necessary, and maintain contact with all units on assignment while consistently disseminating information and updating their status
- Enter, retrieve, and accurately interpret information contained in the Law Enforcement Agencies Data System (LEADS) and National Crime Information Center (NCIC) System
- Maintain knowledge of current communication policies and procedures and state, national, and local dispatch standards
- Maintain a variety of logs, records, and files
- Monitor business alarms and notify the appropriate person/agency as required
- Memorize codes, names, locations, and other detailed information
- Communicate tactfully with residents, public safety personnel, and coworkers
- Able to work any and all shifts of a 24-hour per day period

### **Qualifications:**

- Applicants must be at least 20 years of age
- Applicants must have a High School diploma or equivalent
- Applicants must be able to accurately type at least 35 wpm
- Applicants must pass a background investigation, polygraph, and medical screenings
- Obtain LEADS certification within 3 months of employment and maintain certification
- Obtain CPR and Emergency Medical Dispatch (EMD) certifications within 6 months of employment and maintain certifications
- Schedule flexibility and multi-tasking are fundamental
- Possess excellent written and oral communications skills
- Prior public safety dispatching experience desirable
- Bilingual skills desirable
- Ability to learn the member communities' geographic areas



### **Salary and Benefits**

Starting salary for the full time telecommunicator position is commensurate with experience, certifications, prior training and starts at **\$51,226 or higher DOQ for Lateral Transfers** with an excellent benefits package, including group health insurance (Blue Cross/Blue Shield HMO with a 12% employee contribution), IMRF pension, and paid time off to include vacation, designated holidays, and floating holidays.

### **How to Apply**

The LTACC Employment Application is available online via [TheBlueLine.com](http://TheBlueLine.com) or for pick-up at LTACC, located within the La Grange Police Department at 304 W. Burlington Avenue. Contact LTACC at (708) 215-3586 to request an application via email.

Applications must be submitted prior to the end of the business day on **May 1<sup>st</sup>, 2022** to:

Jim Moldenhauer, Executive Director  
Lyons Township Area Communications Center  
304 W. Burlington Avenue  
La Grange IL 60525  
[jmoldenhauer@ltacc.org](mailto:jmoldenhauer@ltacc.org)

Applicants must be available for all phases of testing and interview, which may include but is not limited to:

- Applicant skills tests
- Extensive police background investigation, including a fingerprint check
- Polygraph exam
- Psychological exam
- Medical screenings, including drug and hearing tests
- At least 1 in-person interview

This position will remain open until filled. LTACC is an Equal Opportunity Employer.