

## Notice of Job Opening

**Position:** Telecommunications Specialist

Applicants must meet the requirements outlined in the enclosed job description.

\*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

\*\*Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the Office of Human Resources.

**Department:** Police

**Number of Vacancies to be filled:** 15

**Rate of Pay:** \$39,941/year

**Schedule:** 37.5 hours/week

**Application Deadline:** **Until Filled**

All applicants must submit an application online via [jobs.albanyny.gov](https://jobs.albanyny.gov) to be considered for the job opening.

**Residency Requirement:** YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**Background Check:** **The City of Albany will conduct a thorough pre-employment background investigation as part of its consideration of candidates for employment.** Applicants must, upon request, provide documentation regarding their educational, employment, criminal, and driving records, and/or authorize the City to obtain those records. Applicants must also provide the necessary fees for the fingerprint processing. -- Background investigation results will be considered pursuant to Corrections Law Article



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23-A as well as relevant federal law. A criminal conviction will not necessarily result in disqualification for employment. Rather, such factors as relationship to the job, age at the time of conviction, length of time since conviction(s), the seriousness and nature of the crime, and any rehabilitation will be considered.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Wednesday, September 15, 2021.**

## **TELECOMMUNICATIONS SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The work of a Telecommunications Specialist involves: receiving emergency calls requesting police, fire and emergency medical services, as well as non-emergency calls for service and requests for information. Incumbent dispatches the appropriate personnel and equipment from the police and/or fire department in response to emergency and non-emergency requests for service. The incumbent sends and receives teletypes and information on the New York State Police Information Network (NYSPIN) system computer. This work is performed under general and/or direct supervision and in accordance with specific operating procedures.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Handles incoming Enhanced 9-1-1 emergency and non-emergency calls for service, gathering information and discerning the type of response required, utilizing emergency medical dispatch protocols when appropriate. Enters call data into the Computer Aided Dispatch system using a computer workstation;
- Sends and receives radio transmissions, utilizing a two-way radio, to assign appropriate police personnel and equipment in response to calls for service, monitors officers' locations and activities, enters data into the Computer Aided Dispatch system, requests and receives information utilizing the NYSPIN system;
- Sends and receives radio transmissions, utilizing a two-way radio, to assign appropriate fire personnel and equipment in response to calls for service, monitors firefighters' locations and activities, enters data into the Computer Aided Dispatch system;
- Enters data, composes, sends and receives information utilizing the NYSPIN system;
- Operates multi-frequency radio equipment;
- Dispatches appropriate police or fire personnel and equipment using multi-frequency radio equipment;
- Operates a multi-line centrex telephone system;
- Monitors an Intrac Alarm System;
- Maintains radio contact with all employees in the field;
- Receives and handles incoming non-emergency calls for service;
- Receives, handles, assists and routes interdepartmental calls to appropriate area of the department or agency;
- Establishes and maintains appropriate logs, reports, and records as required;
- Operates various office equipment;
- Performs other related work as required.

SEE REVERSE SIDE

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Working knowledge of telephone, radio, computer and office equipment;
- Working knowledge of street locations, physical layout of the city, direction of travel, and locations of public buildings and landmarks;
- Working knowledge of emergency equipment and its use for the police and fire departments;
- Working knowledge or ability to learn terminology commonly used by police, fire and medical personnel;
- Working knowledge of FCC rules and regulations, police and fire department policies and standard operating procedures;
- Ability to be certified in CPR and Emergency Medical Dispatch protocol;
- Ability to read and comprehend moderately complex instructions;
- Ability to create and maintain files;
- Ability to give clear, concise instructions and directions;
- Ability to follow directions and/or the chain of command;
- Ability to be calm in the face of danger or an emergency;
- Ability to work shifts to provide coverage 24 hours/day, 7 days/week;
- Possess hearing and speaking ability, judgment, demeanor;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**NOTE:** Shift work is required to provide coverage 24 hours/day, 7 days/week.

**SPECIAL NOTE:** A candidate for employment must successfully pass a complete background check including fingerprint processing.

Revised: 2/17/88  
7/20/88  
7/19/89  
8/30/00  
11/30/05