Police Department

City of New York

Application for the Position of 911 Operators-

Police Communications Technicians

WHAT THE JOB INVOLVES: Police Communications Technicians serve as 911 emergency call-takers, obtain necessary information from callers in order to initiate emergency assistance; serve as radio dispatchers of police resources; perform clerical, administrative and other duties related to the provision of emergency service; and perform related work.

The Salary: The current minimum salary is $33,162 per annum, after 1 year - $34,263, after 2 years - $41,940, after 3 years & radio training - $44,899.

Qualifications:

Education and Experience requirements:

You must have a four-year high school diploma or its educational equivalent, plus

1. One year of satisfactory full-time experience performing clerical, typing, or secretarial work; or
2. One year of satisfactory full-time experience dealing with the public, including the obtaining of information from persons; or
3. The successful completion of 30 college semester credits from an accredited college or university; or
4. Two years of active U.S. military duty with honorable discharge; or
5. A satisfactory combination of education and/or experience that is equivalent to 1, 2, 3, or 4 above.

However, all candidates must have a four-year high school diploma or its educational equivalent.

**Investigation:** The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a $75.00 fee for fingerprint screening.

**Medical and Psychological Requirements:** Medical and psychological guidelines have been established for the position of Police Communications Technician. You will be examined to determine whether you can perform the essential functions of the position of Police Communications Technician.

**Drug Screening Requirement**: You must pass a drug screening in order to be appointed.

**Residency Requirement Advisory:** Under New York City Administrative Code Section 12-120, you need to be a resident of the City of New York within 90 days of the date you are appointed to this position.

**English Requirement**: You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

**Advisory**: Candidates must take and pass the Walk-in Civil Service Examination for Police Communication Technician scheduled for September 2013. The exact dates and details are available at **www.nyc.gov/examsforjobs**.

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**If you are interested in interviewing, please provide resume or fill out the following and return to NYPD Employment Section, Room 1014, One Police Plaza, NY 10038 or empsec@nypd.org:**

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last First Initial

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Number Street

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Home Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Cell Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYMENT RECORD**

List below chronologically, last date first, every place in which you were employed during the past ten years. Give dates of idleness between each period of employment in the proper sequence.

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| --- | --- | --- | --- | --- |
| **Dates of Employment** | **Name and Address of Employer** | **Business of Employer** | **Title** | **Duties** |
| From To |  |  |  |  |
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**Education –** List in order of High School and colleges you have attended:

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| --- | --- | --- | --- | --- |
| **Give Name and Location of School below** | **From**  **Mo. Yr.** | **To**  **Mo. Yr.** | **Years**  **Completed** | **Were you Graduated?**  **List Degree** |
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