



CITY OF PERTH AMBOY

Job Posting

TITLE:	Public Safety Telecommunicator Trainee
SALARY:	Minimum \$16 Hourly Rate
DEPARTMENT:	Police Department
DATE POSTED:	July 16, 2021
DEADLINE:	July 30, 2021

The City of Perth Amboy is looking for individuals to fill (3) positions of per diem Public Safety Telecommunicator Trainee.

Job Duties:

- Receives telephone or other electronic requests for emergency assistance
- Screens calls, determines the appropriate actions, and may transfer caller to appropriate PSDP upon determining the nature of the call
- Obtains, verifies, and records the location of the emergency, the name of the caller, the nature, severity, and current status of the emergency, and obtains any other appropriate information needed to secure a full assessment of the circumstances.

Requirements

- Excellent communication skills
- Multi-task oriented capable of dealing with the public and working effectively under pressure
- Strong data entry skills
- Pass a thorough police background investigation
- High School diploma, GED or equivalent
- Possess a valid NJ driver's license

Work Schedule: Candidates must be available to work days, nights, weekends, and holidays based on department scheduling needs.

This position is open to all residents of the City of Perth Amboy who meet the eligibility requirements.

Please submit a cover letter and resume to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861 or fax to (732) 826-1160 by **July 30th, 2021**.

POSTED AT: ALL DEPARTMENTS

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