



# CITY OF PERTH AMBOY

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## Job Posting

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<b>TITLE:</b>	<b>Public Safety Telecommunicator Trainee</b>
<b>SALARY:</b>	<b>Minimum \$16 Hourly Rate</b>
<b>DEPARTMENT:</b>	<b>Police Department</b>
<b>DATE POSTED:</b>	<b>September 14, 2023</b>
<b>DEADLINE:</b>	<b>October 12, 2023</b>

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The City of Perth Amboy is looking for an individual to fill a position 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, resume and application to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861 or email to [employment@perthamboynj.org](mailto:employment@perthamboynj.org) by the closing date.

**POSTED AT: ALL DEPARTMENTS**

*Equal Employment Opportunity Employer*