



## Telecommunicator 1

The Village of Oak Lawn is hiring Full-Time 9-1-1 Telecommunicators to fill immediate positions of the Oak Lawn Regional Emergency Communications Center (OLREC). Current need is for Police and/or Fire dispatchers.

OLREC is in the process of building a new 9-1-1 facility supported by the latest in innovated technology. We are looking for experienced and non-experienced individuals to join our current team of highly qualified, friendly, and hard-working employees.

OLREC is a consolidated 9-1-1 center located in the Village of Oak Lawn IL. We are a civilian staffed center serving a population of approximately 140,000 residents, six (6) police departments, eight (8) fire departments and MABAS Division 21.

Telecommunicator 1 job duties include but are not limited to answering 9-1-1 telephones, Police dispatching or Fire dispatching, transmitting vital information to emergency personnel via the radio, relaying information via the computer-Aided Dispatch terminal, monitoring fire/burglar alarms, and answering administrative lines serving the police/fire personnel.

**Experienced Telecommunicator? Come on board!** We offer a Lateral 4 year top out wage scale ranging from \$65,000-\$85,000 annually, depending on qualifications. In addition, we also offer a one-time \$5,000 bonus to all lateral transfers. \$2,000 payable after 12months of employment and the remaining \$3,000 payable after 36 months of employment.

**New Career for you? No problem!** We offer paid training and an attractive starting salary of \$55,000 with a 6-year wage scale top out at \$85,000 annually.

### **Applicants must meet the following minimum requirements:**

Applicants must have a High School Diploma or Equivalent

Applicants must be able to accurately type at least 35 wpm

Applicants must be able to pass the applicant skill testing (does not apply to lateral transfers), interview process, background investigation, drug screen and physical

Applicants must be able to work all shifts, dayshift, afternoon shift and midnights during training. (Current need is on all shifts).

Applicants need to be prepared to work pre-planned overtime and short notice overtime and be able to work on any shift.

Shifts are currently following 4 shifts on and 2 shifts off. Current hours required to work per day range from eight (8), twelve (12), and sixteen (16). Hours worked over 40hrs in a work week are overtime and paid at time and half rate. Shifts and schedules are subject to change.

Must have current CPR, EMD and Full Access LEADS certifications or be capable of obtaining them while in training.

Must be computer literate

**Desirable:**

Knowledge of Central Square One Solution CAD system, West phone system, Motorola MCC7500 Radio Console, LEADS and/or other emergency certifications are a plus!

Prior call center, public safety, or customer service experience desirable, but not required.

**Benefits:**

- IMRF Retirement Plan
- Medical, Dental, Vision, Life insurance
- Paid Time Off
- Employee Assistance Program

Resumes and cover letter may be sent to:

Dan Omiecinski  
Director of Human Resources  
9446 Raymond Ave  
Oak Lawn, IL 60453  
[domiecinski@oaklawn-il.gov](mailto:domiecinski@oaklawn-il.gov)