



The City of Owensboro is taking applications for the following position:

CALLTAKER

(Intermittent Position)

MANDATORY EXAM SESSIONS

Typing Exam: October 10, 2016 (session will be assigned)

Written Exam: 6:00 PM on October 11, 2016

Application Deadline is September 30, 2016

Summary of Position:

Assists in the 9-1-1- Central Dispatch Unit at the Owensboro Police Department as needed operating communicator equipment to receive calls for assistance and dispatch personnel and equipment to emergency scenes. Position involves strong attention to detail, computer and communication skills, the ability to deal with stressful situations, and other requirements as listed in the job description. Current pay rate is \$12.00 per hour.

Qualifications:

1. High School Diploma or GED
2. Associates Degree and/or Telecommunications Experience preferred but not required
3. Must type 30 wpm, net
4. Must have valid driver's license

To Apply:

Applications must be received no later than September 30, 2016.

Visit www.owensboro.org and click on "Employment Opportunities", then click on the position of interest, follow directions on how to apply (in upper right hand corner, click on "Download Application" to complete application electronically, click "Save", then click arrow in very upper left hand corner to go back to previous page, then click "Submit Application" and complete required information, click "Submit". You should receive a message telling you if your application was successfully submitted.) You may also email your completed application directly to halljd@owensboro.org. If you have any difficulty or have any questions, please call 270-687-8861 or 270-687-8867 or toll free 888-616-8540. Mail paper applications to: Jo Hall, Support Services, Owensboro Police Dept., 222 East 9th Street, Owensboro KY 42303. To confirm receipt of your application, call 270-687-8861 prior to the deadline of September 30, 2016. An application is required, resume alone is insufficient. You will be contacted with information (location & time) regarding typing exam, call 270-687-8861 if you have not been contacted by October 6, 2016. Please hold 6PM on October 11, 2016 for written exam.

**The City of Owensboro is an Equal Employment Opportunity Employer. EEO/AA- M/F/V/D
ADA accommodations may be requested by calling 270-687-8542**