4/10/2008

Prince Albert Police Service

"With integrity and innovation, we deliver professional service to our citizens."

COMMUNICATIONS OPERATOR

Information and Application

MISSION STATEMENT:

A Diverse Police Service Dedicated to Community Safety and Committed to Reducing Crime.

Members of the Prince Albert Police Service will maintain the highest standards to achieve these objectives to protect the citizens and visitors to our city.

4/10/2008

NATURE AND SCOPE OF WORK:

Under the general supervision of the Platoon NCO and the Office Manager, the Communications Operator is responsible for the operations of a computer terminal and emergency response system console. The position of Communications Operator includes both call taking and radio dispatch. The Communications Operator is responsible for the deployment and radio support of Police units.

A CAREER

The Prince Albert Police Service offers an exciting career as Communications Operator. As a Communications Operator, you will answer emergency and non-emergency calls for service, process these calls for service according to established guidelines, communicate via computer terminal and radio communications to responding units, and assess and monitor situations for the safety of the police officer(s) and the victim(s).

You will be expected to work shift work; 12 hour rotating shifts, including days, nights, weekends, statutory holidays depending on your shift schedule.

If selected, you will receive training in department policy and procedure, municipal bylaws, criminal code, civil law and provincial statutes. You will be provided with on-the-job training to answer the phone, both emergency and non-emergency, the computer-aided dispatch terminal, and the multi-channel radio system.

To be successful in this position, you must be a mature, confident individual who can handle a high degree of responsibility. You must be a good team member. You will work at times under a tremendous amount of pressure in life-threatening situations.

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QUALIFICATIONS

- Must have minimum Grade 12 or equivalent (include documentation with application)
- Must undergo and pass aptitude and testing procedures.
- Must have basic computer skills and typing speed of 45 wpm (if available, include copy of documentation certifying typing speed from a bonafide vocational school or college).
- Demonstrate knowledge of city streets and districts.
- Demonstrate the ability to plan and organize activities and details for a smooth sequence of events.
- Demonstrate the ability to articulate, express orally and with clear diction.
- Must be able to learn the operations of computer-aided dispatch equipment.
- Must meet standards for hearing.
- Must undergo an extensive background check.

All materials will become the property of the Prince Albert Police Service and will not be returned. **Do not forward originals.** All documents must be current within one year of application. Applications will be retained for a period of two years.

CORE VALUES

The Prince Albert Police Service recognizes the value and need for clear direction to its dedicated employees. All members of the Police Service are expected to adhere to the core values and be guided by the importance of:

1. Safety
2. Teamwork
3. Community Involvement
4. Professionalism
5. Positive Attitude
6. Cultural Awareness
7. Self-Motivation
8. Physical Fitness

4/10/2008

Application packages are only accepted when positions are available. When positions become available, they can be viewed on our website at the following link:

www.papolice.ca

When we are actively recruiting, you may either mail or hand deliver your **fully completed application to:**

Chief of Police
Prince Albert Police Service
45 – 15th Street West
Prince Albert, SK
S6V 3P4

The City of Prince Albert Police Service is an equal opportunity employer