



**Town of Madison
Vacancy Announcement
Certified Civilian Tele-Communicator/Dispatcher - Full-Time**

POSITION TITLE: Certified Civilian Tele-Communicator/Dispatcher

HOURS OF WORK: Full-Time

SALARY RANGE: Starting \$22.32 to \$28.30, 4 Steps – Union Contract

**Current Certified Tele-Communicators may start at higher pay
step commensurate with experience.*

The Town of Madison is accepting applications for the position of a certified Civilian Tele-Communicator/Dispatcher. This position is located in the Civilian Dispatch Center located within the Madison Police Department. Completed applications must be received through PoliceApp.com.

***THIS RECRUITMENT WILL REMAIN OPEN UNTIL POSITION IS FILLED**

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:
High school or GED diploma. Successful completion of the Department's testing and training program, and background check. Candidate must be certified for NCIC/COLLECT, 911, EMD with an ability to obtain Statewide Tele-Communicator. Proficiency with computers a must.

POSITION PURPOSE:

Highly responsible work, receiving all verbal communications from the public and public safety personnel and transmitting these requests for service using a diverse communications system to the appropriate agencies for emergency response.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The Town of Madison is an Equal Opportunity Employer and shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Madison Police Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department of the Town of Madison. Females, Minorities and Veterans encouraged to apply. The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.

Created: 1/19/2022