

User: JANICE CALLAGHAN

Juris Base: 012200 - Ventnor City - All Depts: Online

**Job History**

Employee ID: 000094744	Perm Service Entry Date:
Employee Name: WAYNE D BAILEY	Perm Title Code:
Job Number: 1	Perm Title Ed-level:
Hire Date: 08/13/2012    Y	Perm Title Class Code:
Total Salary: 28000	Perm Appt Date:
Essential Employee: N	Working Test End Date: 11/13/2012

Effective Date	Transaction Code	RC	Department Name	Appt Type	CM	Title Code	Title Name	Request ID
<input type="radio"/> 08/13/2012	02-New Hire		PUBLIC WORKS	RAN	01	02248	LABRR 1	01220002081200003
<input type="radio"/> 08/12/2012	06-Separation	025	PUBLIC AFFAIRS AND PUBLIC SAFETY	RAP	01	01296@	PUBL SFTY TELCMMCTR	01220001081200001
<input type="radio"/> 06/30/2004	19-Advancement		PUBLIC AFFAIRS AND PUBLIC SAFETY	RAP	01	01296@	PUBL SFTY TELCMMCTR	012200010604B0027
<input type="radio"/> 05/06/1996	94-Lateral		PUBLIC AFFAIRS AND PUBLIC SAFETY	RAO	01	06229	PUBL SFTY TELCMMCTR TRNE	01220001059600017
<input type="radio"/> 03/10/1995	03-Conversion of Appt Type		PUBLIC AFFAIRS AND PUBLIC SAFETY	RAO	01	06229	PUBL SFTY TELCMMCTR TRNE	CN012200039500003
<input type="radio"/> 01/23/1994	02-New Hire		PUBLIC AFFAIRS AND PUBLIC SAFETY	PAOC	01	06229	PUBL SFTY TELCMMCTR TRNE	CN012200019400001

Range: BAILEW01 to BAILEW01  
Range of Dates: 01/01/04 to 08/29/12 Field Group: All Fields: All Fields Include Soc Sec Num: Y

Employee # Date	Employee Name Seq Field Name	Old Data	New Data	User	Ref Num
BAILEW01	BAILEY, WAYNE				
01/03/04	Base Salary Effective Date	12/18/2003	01/01/2004	RENEA	0
01/03/04	Long Salary Effective Date	12/18/2003	01/01/2004	RENEA	0
01/04/04	Base Salary	38,744.00	39,159.00	RENEA	0
01/04/04	Longevity Salary	774.88	803.18	RENEA	0
01/04/04	Other Comp Salary	0.00	1,000.00	RENEA	0
01/04/04	Ovt Rate 1	28.4992	29.5401	RENEA	0
01/04/04	Ovt Rate 2	37.9990	39.3868	RENEA	0
01/04/04	Pension Other Salary	0.00	1,000.00	RENEA	0
01/04/04	Reg Rate	18.9995	19.6934	RENEA	0
01/04/04	Spc Rate 1	37.9990	39.3868	RENEA	0
01/20/04	Base Salary	39,159.00	41,980.00	RENEA	0
01/20/04	Longevity Salary	803.18	1,719.20	RENEA	0
01/20/04	Ovt Rate 1	29.5401	32.2350	RENEA	0
01/20/04	Ovt Rate 2	39.3868	42.9800	RENEA	0
01/20/04	Reg Rate	19.6934	21.4900	RENEA	0
01/20/04	Spc Rate 1	39.3868	42.9800	RENEA	0
05/21/04	Job Title 1		POLICE RADIO DISPATCHER	RENEA	0
07/07/04	Longevity Salary	1,719.20	1,679.20	RENEA	0
07/07/04	Other Comp Salary	1,000.00	0.00	RENEA	0
07/07/04	Ovt Rate 1	31.5138	31.4850	RENEA	0
07/07/04	Ovt Rate 1	32.2350	31.5138	RENEA	0
07/07/04	Ovt Rate 2	42.9800	42.0184	RENEA	0
07/07/04	Ovt Rate 2	42.0184	41.9800	RENEA	0
07/07/04	Pension Other Salary	1,000.00	0.00	RENEA	0
07/07/04	Reg Rate	21.0092	20.9900	RENEA	0
07/07/04	Reg Rate	21.4900	21.0092	RENEA	0
07/07/04	Spc Rate 1	42.9800	42.0184	RENEA	0
07/07/04	Spc Rate 1	42.0184	41.9800	RENEA	0
01/05/05	P06-Max Amt	4,067.52	2,033.76	RENEA	0
02/14/05	Base Salary	41,980.00	43,659.00	RENEA	0
02/14/05	Longevity Salary	1,679.20	1,746.36	RENEA	0
02/14/05	Ovt Rate 1	31.4850	32.7442	RENEA	0
02/14/05	Ovt Rate 2	41.9800	43.6590	RENEA	0
02/14/05	Reg Rate	20.9900	21.8295	RENEA	0
02/14/05	Spc Rate 1	41.9800	43.6590	RENEA	0
12/31/05	P06-Max Amt	3,612.28	1,330.84	RENEA	0
01/02/06	Base Salary	43,659.00	45,405.00	RENEA	0
01/02/06	Base Salary Effective Date	01/01/2004	01/01/2006	RENEA	0
01/02/06	Long Salary Effective Date	01/01/2004	01/01/2006	RENEA	0
01/02/06	Longevity Salary	1,746.36	1,816.20	RENEA	0
01/02/06	Ovt Rate 1	32.7442	34.0538	RENEA	0
01/02/06	Ovt Rate 2	43.6590	45.4050	RENEA	0
01/02/06	Reg Rate	21.8295	22.7025	RENEA	0
01/02/06	Spc Rate 1	43.6590	45.4050	RENEA	0
12/31/06	28 P06-Max Amt	3,415.60	1,138.16	RENEA	0
01/02/07	Base Salary	45,405.00	47,221.00	RENEA	0
01/02/07	Longevity Salary	1,816.20	1,888.84	RENEA	0
01/02/07	Ovt Rate 1	34.0538	35.4158	RENEA	0
01/02/07	Ovt Rate 2	45.4050	47.2210	RENEA	0

Employee # Date	Seq	Employee Name Field Name	Old Data	New Data	User	Ref Num
01/02/07		Reg Rate	22.7025	23.6105	RENEA	0
01/02/07		Spc Rate 1	45.4050	47.2210	RENEA	0
05/07/07	29	U04-Amt/Prc/Spc	22.50	24.50	RENEA	0
10/30/07	28	P06-Amt/Prc/Spc	94.86	103.08	RENEA	0
10/30/07	28	P06-Max Amt	1,138.16	4,230.56	RENEA	0
12/31/07	28	P06-Max Amt	4,230.56	2,680.08	RENEA	0
01/01/08		Base Salary	47,221.00	49,110.00	RENEA	0
01/01/08		Longevity Salary	1,888.84	1,964.40	RENEA	0
01/01/08		Ovt Rate 1	35.4158	36.8325	RENEA	0
01/01/08		Ovt Rate 2	47.2210	49.1100	RENEA	0
01/01/08		Reg Rate	23.6105	24.5550	RENEA	0
01/01/08		Spc Rate 1	47.2210	49.1100	RENEA	0
06/27/08	26	P01-Amt/Prc/Spc	5.00	5.50	RENEA	2
09/09/08	28	P06-Amt/Prc/Spc	103.08	121.65	RENEA	0
09/09/08	28	P06-Max Amt	2,680.08	5,298.78	RENEA	0
10/07/08	29	U04-Amt/Prc/Spc	24.50	26.50	RENEA	0
12/26/08	28	P06-Max Amt	5,298.78	2,676.30	RENEA	0
12/29/08		Base Salary	49,110.00	50,829.00	RENEA	0
12/29/08		Disabled Vet		N	RENEA	0
12/29/08		Longevity Salary	1,964.40	2,033.16	RENEA	0
12/29/08		Ovt Rate 1	36.8325	38.1218	RENEA	0
12/29/08		Ovt Rate 2	49.1100	50.8290	RENEA	0
12/29/08		Reg Rate	24.5550	25.4145	RENEA	0
12/29/08		Smoker		N	RENEA	0
12/29/08		Spc Rate 1	49.1100	50.8290	RENEA	0
12/29/08		Student		N	RENEA	0
12/29/08		Substitute		N	RENEA	0
12/29/08		Tenure		N	RENEA	0
12/29/08		Vietnam		N	RENEA	0
01/20/09		Union Name		TEAMSTER DISPAT	RENEA	0
01/27/09		Longevity Salary	2,033.16	3,049.74	RENEA	0
01/27/09		Ovt Rate 1	38.1218	38.8548	RENEA	0
01/27/09		Ovt Rate 2	50.8290	51.8064	RENEA	0
01/27/09		Reg Rate	25.4145	25.9032	RENEA	0
01/27/09		Spc Rate 1	50.8290	51.8064	RENEA	0
10/05/09	28	P06-Amt/Prc/Spc	121.65	123.37	RENEA	0
10/05/09	28	P06-Max Amt	2,676.30	7,864.72	RENEA	0
12/29/09	142	D10-Amt/Prc/Spc	6.01	6.04	RENEA	5
01/07/10	142	D10-Amt/Prc/Spc	6.04	6.01	RENEA	9
01/07/10	28	P06-Max Amt	7,864.72	4,934.80	TORO	0
01/08/10		Base Salary	50,829.00	52,735.00	RENEA	0
01/08/10		Longevity Salary	3,049.74	3,164.10	RENEA	0
01/08/10		Ovt Rate 1	38.8548	40.3119	RENEA	0
01/08/10		Ovt Rate 2	51.8064	53.7492	RENEA	0
01/08/10		Reg Rate	25.9032	26.8746	RENEA	0
01/08/10		Spc Rate 1	51.8064	53.7492	RENEA	0
01/13/10	142	D10-Amt/Prc/Spc	6.01	1.98	RENEA	13
01/13/10	142	D10-Max Amt	162.30	51.42	RENEA	13
09/03/10	29	U04-Amt/Prc/Spc	26.50	28.50	RENEA	0
12/28/10	142	D10-Amt/Prc/Spc	1.98	1.92	RENEA	16
01/10/11	28	P06-Max Amt	4,934.80	1,973.92	RENEA	0
01/11/11	142	D10-Amt/Prc/Spc	1.92	2.88	RENEA	20
01/11/11	142	D10-Max Amt	51.42	74.82	RENEA	20

Employee #	Employee Name	Old Data	New Data	User	Ref Num
Date	Seq Field Name				
01/12/11	Base Salary	52,735.00	54,976.00	RENEA	0
01/12/11	Longevity Salary	3,164.10	3,298.56	RENEA	0
01/12/11	Ovt Rate 1	40.3119	42.0249	RENEA	0
01/12/11	Ovt Rate 2	53.7492	56.0332	RENEA	0
01/12/11	Reg Rate	26.8746	28.0166	RENEA	0
01/12/11	Salary Change Effective Date	01/01/2006	01/01/2011	RENEA	0
01/12/11	Spc Rate 1	53.7492	56.0332	RENEA	0
03/15/11	Job Title 1	POLICE RADIO DISPATCHER	PUBLIC SAFETY TELECOMMUNICATOR	RENEA	0
09/15/11	26 P01-Amt/Prc/Spc	5.50	6.50	TORO	23
09/15/11	26 P01-Amt/Prc/Spc	6.50	5.50	TORO	24
09/29/11	26 P01-Amt/Prc/Spc	5.50	6.50	TORO	26
01/05/12	28 Deleted Ded/Earn Default	Code: P06		RENEA	0
01/09/12	Base Salary	54,976.00	57,588.00	RENEA	0
01/09/12	Longevity Salary	3,298.56	3,455.28	RENEA	0
01/09/12	Ovt Rate 1	42.0249	44.0216	RENEA	0
01/09/12	Ovt Rate 2	56.0332	58.6954	RENEA	0
01/09/12	Reg Rate	28.0166	29.3477	RENEA	0
01/09/12	Salary Change Effective Date	01/01/2011	01/01/2012	RENEA	0
01/09/12	Spc Rate 1	56.0332	58.6954	RENEA	0
01/10/12	29 U04-Amt/Prc/Spc	28.50	29.50	RENEA	0
07/11/12	26 P01-Amt/Prc/Spc	6.50	6.64	TORO	30
08/21/12	Base Salary	57,588.00	28,000.00	RENEA	0
08/21/12	Dept Id	250	501	RENEA	0
08/21/12	Job Title 1	PUBLIC SAFETY TELECOMMUNICATOR	LABORER	RENEA	0
08/21/12	Longevity Salary	3,455.28	1,680.00	RENEA	0
08/21/12	Ovt Rate 1	44.0216	21.4038	RENEA	0
08/21/12	Ovt Rate 2	58.6954	28.5384	RENEA	0
08/21/12	Position Start Date		08/12/2012	RENEA	0
08/21/12	Reg Rate	29.3477	14.2692	RENEA	0
08/21/12	Salary Change Effective Date	01/01/2012	08/12/2012	RENEA	0
08/21/12	Spc Rate 1	58.6954	28.5384	RENEA	0
08/28/12	0 D10-Frequency Flag	Bi-Weekly	Never	RENEA	0
08/28/12	0 U04-Frequency Flag	Bi-Weekly	Never	RENEA	0

Total Changes: 135

Report Totals

Total Changes: 135

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## Job Specification

### PUBLIC SAFETY TELECOMMUNICATOR TRAINEE

#### DEFINITION

Under close supervision as a trainee and productive worker, receives and responds to telephone or other electronic requests for emergency assistance including law enforcement, fire, medical, or other emergency services and/or dispatches appropriate units to response sites; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**NOTE: Appointments may be made to positions requiring bilingual skills.**

#### 07418- Bilingual in Spanish and English.

##### SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

#### EXAMPLES OF WORK:

As a trainee and productive worker:

Receives telephone or other electronic requests for emergency assistance.

Learns to obtain, verify, and record location of emergency, name of caller, nature, severity, and current status of the emergency, and obtains any other appropriate information needed to secure a full assessment of the circumstances.

Learns to operate automatic number identification (ANI), automatic location information (ALI), telecommunications devices for the deaf (TTY/TDD), or other electronic devices to obtain and verify required data.

May be required to access foreign language interpreter service for non-English speaking callers.

Maintains a reassuring, calming manner with callers to obtain required information.

Persuades emergency callers to stay on the line.

In response to medical emergencies is trained in the provision of first aid or CPR instructions to stabilize the medical condition of persons until arrival of professional medical assistance.

In nonmedical emergencies may provide precautionary instructions and advice to help ensure the personal safety of persons and/or to minimize loss of property pending arrival of fire, police, or other assistance.

Refers nonemergency situations to other appropriate public or private agencies.

May dispatch nonemergency personnel or equipment.

Relays information or instructions to field units via radio or mobile data terminal.

Learns to utilize video display terminal or computer oriented or radio

equipment to receive, monitor, record, summarize, and/or transmit data relating to the emergency.

Determines the appropriate type of agency(ies) to respond to the specific emergency or call for assistance.

Learns to utilize radio, telephone, and computerized or other electronic equipment to dispatch specific law enforcement, fire, or medical assistance units to the scene of an emergency based on preestablished response plans, and seeks guidance from supervisory personnel when circumstances warrant significant deviation from preestablished response plans.

As instructed, coordinates the dispatching of units involving two or more government jurisdictions.

May assist in maintaining and facilitating communication with responding units by receiving and relaying information including confidential information to authorized personnel.

Maintains a constant update on status of emergency units in the field and of on-call personnel.

May make entries, inquiries, cancellations, and modifications of records in various systems and databases such as the National Crime Information Center (NCIC) and State Crime Information Center (SCIC), Stolen Vehicle File, Stolen License Plate File, Stolen-Missing Gun File, Stolen Article File, Wanted Person File, Stolen or Embezzled or Counterfeited or Missing Securities File, Stolen Boat File, hazardous material databases, and hospital status files.

Receives training in the answering of telephone, radio, and video display inquiries of the NCIC and the SCIC for law enforcement agencies of the state.

Maintains and updates NCIC, SCIC, and other records and files.

Learns to maintain the official station record and/or the daily log of all incoming and outgoing communications.

Receives training in the activation of emergency alert systems such as bells, sirens, beepers, and tone-activated devices.

Prepares reports and statistical data.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

#### **REQUIREMENTS:**

**NOTE:** Appointees to positions at Public Safety Answering Points and at some Public Safety Dispatch Points must successfully complete training and obtain certification by the Office of Emergency Telecommunications Services (OETS) in the Department of Law and Public Safety as required by NJAC 17:24- 2.2, during the trainee period.

#### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of methods for operating communications systems after a period of training.

Knowledge of procedures used for emergency medical treatment after a period of training.

Knowledge of emergency medical, fire, police, and other emergency terminology after a period of training.

Knowledge of procedures for dispatching emergency and nonemergency equipment and personnel after a period of training.

Ability to utilize information required for documenting emergency situations and calls.

Ability to utilize information concerning functions of operating units or departments within the agency or jurisdiction.

Ability to utilize security procedures involved in dissemination of information.

Ability to utilize established safety procedures and guidelines.

Ability to utilize procedures for investigating and resolving complaints.

Ability to operate automatic location identification (ALI), automatic number identification (ANI), and other communications equipment in a complex communications program after a period of training.

Ability to learn the purpose and operation of various law enforcement and other information systems and the Statewide 9-1-1 Enhanced Emergency Telephone System.

Ability to answer voice and TTY/TTD (telecommunications devices for the deaf) telephone calls received from the public after a period of training.

Ability to operate a Computer Aided Dispatch (CAD) system after a period of training.

Ability to provide clear instructions and guidance to callers in emergency situations.

Ability to establish goals and set priorities.

Ability to relay instructions or questions accurately and clearly.

Ability to comprehend, interpret, and evaluate relevant information from various types of source materials.

Ability to obtain and analyze facts to reach logical conclusions.

Ability to read and discern visual images on a variety of media.

Ability to apply existing call codes to emergency situations.

Ability to organize assigned communications work and develop appropriate work methods in accord with established procedures.

Ability to obtain information from physically or emotionally distressed individuals.

Ability to interact with people who are in differing situations.

Ability to work both independently and as part of a team.

Ability to take accurate, complete messages.

Ability to understand, remember, and carry out oral and written instructions.

Ability to decode call locations using appropriate equipment after a period of training.

Ability to recognize incorrectly transmitted messages, codes, or error input after a period of training.

Ability to read road maps.

Ability to collect information from both English speaking and non-English speaking individuals after a period of training.

Ability to prepare reports and statistical data and to keep accurate records.

Ability to count and to add and subtract whole numbers.

Ability to speak clearly, concisely, and in a professional manner.

Ability to comprehend and apply basic law and regulations including the laws, rules, regulations, standards, policies, and procedures of the Federal Communications Commission and of the NJ State Office of Emergency Telecommunications Services.

Ability to learn quickly from written and oral explanations and demonstrations.

Ability to ensure that calls are sent accurately and promptly.

Ability to maintain confidentiality of information received.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

#### ADVANCEMENT

Appointees who successfully complete the 12-month training period will be eligible for advancement under Civil Service Commission procedure to the title of Public Safety Telecommunicator.

The inability of an employee in this title to attain a level of performance warranting advancement and where applicable, certification by OETS, will be cause for separation.

#### **This job specification is applicable to the following title code(s) which are different work w**

<b>Job Spec Code</b>	<b>Variant</b>	<b>State, Local or Common</b>	<b>Class of Service</b>	<b>Work Week</b>	<b>State Class Code</b>	<b>Local Class Code</b>	<b>Salary Range</b>	<b>Note</b>
06229		C	N	40	99	00	099	-
07418	Bilingual In Spanish And English	L	N		N/A	00		-

This job specification is for **state** and **local** government use. Salary range is only applicable to state government. Local salaries are established by individual local jurisdictions.

02/04/2006

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## **Job Specification**

### **PUBLIC SAFETY TELECOMMUNICATOR**

#### **DEFINITION**

Under direction receives and responds to telephone or other electronic requests for emergency assistance, including law enforcement, fire, medical, or other emergency services and/or dispatches appropriate units to response sites; does related work as required.

**NOTE :**The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**NOTE: Appointments may be made to positions requiring bilingual skills.**

#### **06251- Bilingual in Spanish and English.**

##### **SPECIAL SKILL**

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

#### **EXAMPLES OF WORK:**

Receives telephone or other electronic requests for emergency assistance.

Determines the nature of the call 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.

Operates automatic number identification (ANI), automatic location information (ALI), telecommunications devices for the deaf (TTY/TDD) or other electronic devices to obtain and verify required data; may be required to access foreign language interpreter service for non-English speaking callers.

Maintains a reassuring and calming manner with callers in order to obtain required information; persuades emergency callers to stay on the line.

In response to medical emergencies, provides first aid or CPR instructions to stabilize the medical condition of persons until the arrival of professional medical assistance.

In non-medical emergencies, provides precautionary instructions and advice to help assure the personal safety of persons and/or to minimize the loss of property, pending the arrival of fire, police, or other assistance.

Refers non-emergency situations to other appropriate public or private agencies, and may dispatch non-emergency personnel or equipment.

Relays information or instructions to field units via radio or mobile data terminal.

Utilizes video display terminal or computer oriented or radio equipment to receive, monitor, record, summarize, and/or transmit data relating to the emergency.

Determines the appropriate type of agency(ies) to respond to the specific emergency or call for assistance.

Utilizes radio, telephone, computerized, or other electronic equipment to dispatch specific law enforcement, fire, or medical assistance units to the scene of an emergency based on pre-established response plans, and seeks guidance from supervisory personnel when circumstances warrant significant deviation from pre-established response plans.

May assist in locating or contacting Individuals needed to staff the response.

As instructed, coordinates the dispatching of units involving two or more government jurisdictions.

Maintains and facilitates communication with responding units by receiving and relaying information, including confidential information, to authorized personnel.

Detects and takes alternative/corrective action when communication system or program errors occur and reports malfunctions in accord with established procedures.

Maintains a constant update on the status of emergency units in the field and of on-call personnel.

May make entries, inquiries, cancellations, and modifications of records in various systems and databases such as the National Crime Information Center (NCIC) and State Crime Information Center (SCIC), Stolen Vehicle File, Stolen License Plate File, Stolen-Missing Gun File, Stolen Article File, Wanted Person File, Stolen or embezzled or Counterfeited or Missing Securities File, Stolen Boat File, Hazardous material databases, and hospital status files.

Answers questions about application of regulations or policies.

Receives and answers telephone, radio, and video display inquiries of the NCIC and the SCIC for law enforcement agencies of the state.

Maintains and updates NCIC, SCIC, and other records and files.

Maintains the official station record and/or maintains a daily log of all incoming and outgoing communications.

Activates emergency alert systems, such as bells, sirens, beepers, and tone activated devices.

May inspect fire alarm and circuit indicator panels to ascertain whether or not they are functioning properly.

Assists in the training of trainees.

Prepares reports and statistical data.

Inspects and makes minor adjustments or very minor repairs to communications and related equipment.

Will be required to learn utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

#### **REQUIREMENTS:**

##### **EXPERIENCE:**

One (1) year of experience in work involving the receiving, transmitting, and relaying of video display and/or radio messages, and in the receiving, relaying, and recording of complaints and requests for emergency assistance, which shall have included the use of video display, data processing, automatic number identification, automatic location identification, switching equipment, or other computer oriented-equipment.

**NOTE:** Public Safety Answering Points (PSAP) means the first point of reception of a 9-1-1 call. Public Safety Dispatch Points (PSDP) means a location which provides dispatch services for one or more public safety agencies. Appointees to positions at Public Safety Answering Points and at some Public Safety Dispatch Points must have achieved training and certification by the Office of Emergency Telecommunications Services (OETS) in the Department of Law and Public Safety as required by NJAC 17:24-2.2.

##### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

##### **KNOWLEDGE AND ABILITIES:**

Knowledge of methods for operating communications systems.

Knowledge of procedures used for emergency medical treatment.

Knowledge of information required for documenting emergency situations and calls.

Knowledge of emergency medical, fire, police, and other emergency terminology.

Knowledge of the functions of the operating units or departments within the agency or jurisdiction.

Knowledge of procedures for dispatching emergency and nonemergency equipment and personnel.

Knowledge of organizational lines of communication.

Knowledge of the types, disadvantages, and advantages of available communication systems.

Knowledge of security procedures involved in the dissemination of information.

Knowledge of emergency management procedures.

Knowledge of established safety procedures and guidelines.

Knowledge of the geography and street locations of the community served.

Knowledge of procedures for investigating and resolving complaints.

Ability to operate automatic location identification (ALI), automatic number identification (ANI), and other communications equipment in a complex communications program.

Ability to learn the purpose and operation of various law enforcement and other information systems and the Statewide 9-1-1 Enhanced Emergency Telephone System.

Ability to answer voice and TTY/TTD (telecommunications devices for the deaf) telephone calls received from the public.

Ability to operate a Computer Aided Dispatch (CAD) system.

Ability to provide clear instructions and guidance to callers in emergency situations.

Ability to establish goals and set priorities.

Ability to relay instructions or questions accurately and clearly.

Ability to comprehend, interpret, and evaluate relevant information from various types of source materials.

Ability to obtain and analyze facts to reach logical conclusions.

Ability to read and discern visual images on a variety of media.

Ability to apply existing call codes to emergency situations.

Ability to organize assigned communications work and develop appropriate work methods in accordance with established procedures.

Ability to obtain information from physically or emotionally distressed individuals.

Ability to interact with people who are in differing situations.

Ability to work both independently and as part of a team.

Ability to take accurate and complete messages.

Ability to understand, remember, and carry out oral and written instructions.

Ability to decode call locations using appropriate equipment.

Ability to recognize incorrectly transmitted messages, codes, or error input.

Ability to prepare reports and statistical data and to keep accurate records.

Ability to count and to add and subtract whole numbers.

Ability to speak clearly, concisely and in a professional manner.

Ability to comprehend and apply basic law and regulations, including the laws, rules, regulations, standards, policies, and procedures of the Federal Communications Commission and of the New Jersey State Office of Emergency Telecommunications Services.

Ability to ensure that calls are sent accurately and promptly.

Ability to maintain the confidentiality of information received.

Ability to make entries to the NCIC and SCIC and maintain those records in current condition.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**This job specification is applicable to the following title code(s) which are different work v**

<b>Job Spec Code</b>	<b>Variant</b>	<b>State, Local or Common</b>	<b>Class of Service</b>	<b>Work Week</b>	<b>State Class Code</b>	<b>Local Class Code</b>	<b>Salary Range</b>	<b>Note</b>
01296@		L	C		N/A	01		-
06251	Bilingual In Spanish And English	L	C		N/A	01		-

This job specification is for **local** government use only.  
Salary range is only applicable to state government.  
Local salaries are established by individual local jurisdictions.

06/17/2011

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You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

## **Job Specification**

### **LABORER 1**

#### **DEFINITION:**

Under supervision, performs varied types of manual and unskilled laboring work, and may drive a truck in connection with laboring work on occasion; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### **EXAMPLES OF WORK**

Loads, lifts, and moves supplies, furniture, and equipment.

Digs trenches and does manual grading.

Cleans incinerators.

Collects rubbish and other refuse.

Cuts grass.

Trims hedges.

Waters lawns, flowers, and vegetable beds.

Loads and unloads trucks.

Shovels snow.

Whitewashes walls.

Shovels gravel and sand.

Mixes cement and mortar.

Places forms used in concrete work.

Performs cold patching.

Cleans up underbrush, foliage, vines, and weeds.

Cuts down trees.

Digs out stumps of trees, and digs out and destroys poisonous vines, weeds and undergrowth.

Learns to operate construction and/or maintenance equipment.

May learn to operate a pneumatic drill.

May learn to operate and make minor repairs to street, road, and related public works equipment.

May rake asphalt mixtures used in paving to proper thickness and grade.

May distribute asphalt mixtures to eliminate hollows and high spots in the surface under the construction or repair.

May patch joints and edges of pavement with asphalt cement.

May tamp and smooth asphalt pavement.

May operate and maintain asphalt heating kettle.

May assist in the repair and maintenance of zoo displays and structures.

May perform the routine work involved in painting of interior and exterior zoo displays.

May handle, when required, animals as necessary in performing routine maintenance and repair of zoo displays and structures.

Cleans sludge beds.

Sweeps streets and sidewalks.

Cleans sewers.

Pries and hammers apart sections of wall and roof.

Loads debris into truck for removal.

Sorts, piles, and cleans salvageable brick, stone, lumber, and metal work.

Under direction, may learn to make routine repairs to valves, fittings, pipe sections or other equipment used in the area of assignment.

Occasionally drives trucks.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

## **REQUIREMENTS**

### **LICENSE**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Appointees may be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

**NOTE:** The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

### **KNOWLEDGE AND ABILITIES**

Knowledge of the methods, materials and supplies used to perform varied types of manual and unskilled tasks.

Ability to perform manual tasks either alone or as a member of a group.

Ability to perform heavy manual labor for prolonged periods of time under varying temperatures and climatic conditions.

Ability to follow prescribed instructions.

Ability to learn to use the tools and equipment needed to perform routine, unskilled labor tasks.

Ability to follow safety precautions in the operation of assigned tools and equipment.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long

As they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**This job specification is applicable to the following title code:**

<b>Job Spec Code</b>	<b>Variant</b>	<b>State, Local or Common</b>	<b>Class of Service</b>	<b>Work Week</b>	<b>State Class Code</b>	<b>Local Class Code</b>	<b>Salary Range</b>	<b>Note</b>
02248		L		N	N/A	00		-

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Salary range is only applicable to state government.  
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10/8/2011

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**Clerk/Typist** - The City of Ventnor seeks a Part-Time Clerk, approx. 20 hrs per wk. Highly detailed & organized person needed to maintain files, process payments, assist with typing correspondence, answer phones & attend to taxpayers. Must possess good math skills, good office skills (filing, typing, use of MS Word & Excel etc), good communication skills & good interpersonal skills. Must possess and maintain a valid NJ driver's license. Starting salary is \$8.00/hr. Application may be picked up at the Ventnor City Mayor's Office. 6201 Atlantic Avenue, Ventnor, M – F, 8:30am – 4:00pm

Ventnor City is an Equal Opportunity Employer

