



City of Gautier

Office of Human Resources
3330 Highway 90
P.O. Box 670
Gautier, MS 39553
(P) 228.497.8000 / (F) 228.497.8028
Email: hr@gautier-ms.gov
Website: www.gautier-ms.gov



EMPLOYMENT APPLICATION PROCESS

DISPATCHERS

All persons interested in employment with the City of Gautier must have a current application on file with the Office of Human Resources and shall remain on file for one (1) year. It is your responsibility to keep your application up to date with your most recent address, phone number, or employment information.

Instructions:

- Please type or legibly print your application in blue or black ink only.
- List the position to which you are applying for.
- Complete and sign all sections on your application. It is imperative that you take your time and fill application completely; and attain and submit all required documents. An incomplete application **WILL NOT** be processed.
- Employment applications and specified documents must be returned to the Office of Human Resources between 8:00 a.m. and 5:00 p.m., Monday through Friday.

*City of Gautier
Attn: Office of Human Resources
3330 Hwy 90
Gautier, MS 39553
Phone: (228) 497-8000
Fax: (228) 497-8028
hr@gautier-ms.gov*

Applicants **MUST** meet the following Qualifications:

- Applications received after the closing date will not be considered.
- All applicants must provide proof of a high school diploma or GED equivalent.
- Be eligible to work in the United States.
- Applicants seeking employment as a dispatcher must meet the age requirements indicated in the vacancy announcement at the time his/her application is submitted for review.
- Eligible applicants will be required to take and pass the written exam.
- An elector of the county in which he/she resides, if registered outside of State of Mississippi; proof of registration is required.
- Valid Driver's License (driver's license number must be listed on application)

Required documents **MUST** be submitted with application:

Applicant **MUST** submit proof of High School diploma or GED equivalent (transcripts are acceptable); if you need to: register to vote, update your information, or have recently moved to Mississippi (you may do so upon submitting your application to our Human Resources Department). If you are registered and still reside outside the State of Mississippi, please provide proof of your voter registration with your application.

DEADLINE FOR APPLICATIONS AND DOCUMENTS: September 6, 2017 by 5:00 P.M.

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: Dispatcher
DEPARTMENT: Police Department
HOURS: 12 Hour Rotating Shift
PAY GRADE: Grade 7 (Schedule 2184) \$11.62 per hour

DUTIES: This is specialized work in receiving and dispatching messages in a communications center through the use of telephone, radio and other communications equipment and operation of accessory equipment.

Work involves responsibility receiving incoming calls for emergency services or for information, and promptly and efficiently dispatching personnel and equipment in response to emergency police, fire and other calls or providing requested information. Disposition of calls is made in accordance with established procedures; however, an employee of this class must be knowledgeable of police and fire operations and geographical layout of the City. Although work is performed within established policies and procedures; it requires the exercise of sound judgment in emergency situations. Supervision and assignments are received from a superior both orally and in writing. Work is reviewed by superiors through observation, monitoring of operations, and the review of records and reports.

CIVIL SERVICE MINIMUM QUALIFICATIONS: Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; possess and maintain a valid driver's license; and *MUST* be insurable by the City's insurance company.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from high school or acceptable equivalent; minimum age of eighteen (18) years; and experience with radios or in a communications center is desirable but not a requirement.

REQUIRED DOCUMENTS: Applicant must provide proof of High School Diploma, GED equivalent, or a valid copy of his/her transcript to verify course work. If applicant is an elector of a county outside of the State of Mississippi; proof of voter registration is required.

(Job description with minimum requirements attached.)

INTERNAL APPLICANTS: Please contact Lekeisha S. Hill, HR Generalist at Gautier City Hall.

EXTERNAL APPLICANTS: Apply at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553 or visit us online at www.gautier-ms.gov for instructions on how to apply.

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

DISPATCHER

| | | | |
|---------------------------|-------------------|----------------------|--------------------|
| Department: | Police Department | Pay Grade: | 07 (Schedule 2184) |
| Reports To: | Police Sergeant | Exempt (Y/N): | N |
| Competitive (Y/N): | Y | | |

SUMMARY:

This is specialized work in receiving and dispatching messages in a communications center through the use of telephone, radio, and other communications equipment and operation of accessory equipment.

Work involves responsibility for receiving incoming calls for emergency services or for information, and promptly and efficiently dispatching personnel and equipment in response to emergency police, fire and other calls or providing requested information. Disposition of calls is made in accordance with established procedures; however, an employee of this class must be knowledgeable of police and fire operations, and the geographical layout of the City. Although work is performed within established policies and procedures, it requires the exercise of sound judgment in emergency situations. Supervision and assignments are received from a superior both orally and in writing. Work is reviewed by superiors through observation, monitoring of operations, and the review of records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the specific duties listed, nor do the examples cover all the duties that may be performed)

- Operates telephone, radio, and other communications equipment on an assigned shift.
- Receives complaints and emergency calls which must be properly processed; obtains all essential information for handling emergencies; dispatches appropriate personnel and equipment to scenes of police and fire incidents, accidents, natural disasters, rescue operations, and other emergencies.
- Receives routine calls and visits, and provides information as requested.
- Maintains radio contact with all police and fire units away from station; maintains status and current information on all units in and out of service.
- Monitors all alarms and dispatches units as needed. Maintains records of all emergency and other dispatches; periodically makes routine announcements and relays messages via radio.
- Operates accessory equipment which includes teletype, typewriter, and computer keyboard.
- Takes and processes affidavits on crimes that were committed in the City of Gautier.
- Prepares and maintains warrants and warrants file; keeping proper documentation and accuracy of file.
- Receives payments of fines imposed by the City Court. Receives bond money.
- Prepares and issues receipts to individuals paying fines and providing bonds.
- Receives and processes legal documents and makes necessary entries in docket books and logs.
- Monitors tapes, changes and marks them when necessary; cleans the tape recorder heads.
- Maintains an inventory of supplies at communications desk, requesting additional supplies when needed.
- Performs any other duties as directed by the Police Sergeant.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of English, spelling, punctuation, grammar, and arithmetic.
- Knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Ability to develop knowledge of the geography of the City of Gautier and the location of streets and important buildings.
- Ability to learn quickly the operation of telephone, radio, and other communications equipment.
- Ability to speak clearly in a well-modulated voice and to use good diction.
- Ability to think and act quickly, calmly, effectively, and efficiently in emergency situations.
- Ability to deal with the public in an effective and efficient manner.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Ability to understand and follow oral and written instructions.
- Ability to count, receive, and account for money, in cash and check form.
- Ability to work 12 hour rotating shifts, on all days of the week.

- Basic knowledge in operating a typewriter and computer key board.
- Ability to react to change productively, and handle other tasks as assigned.
- Must have and maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions, and risk of electrical shock.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception. The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or acceptable equivalent and minimum age of eighteen (18) years. Experience with radios or in a communications center is desirable but not a requirement.

CIVIL SERVICE MINIMUM QUALIFICATIONS: (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

City of Gautier
Screening Schedule

DISPATCHER

Advertise August 14, 2017 – September 6, 2017

Post August 14, 2017

Cut-Off Date September 6, 2017

Eligibility List Compiled September 14, 2017

Applicant to Call (228) 497-8000 ext. 308 after 2:00 p.m. for Eligibility Determination

Written Examination October 3, 2017

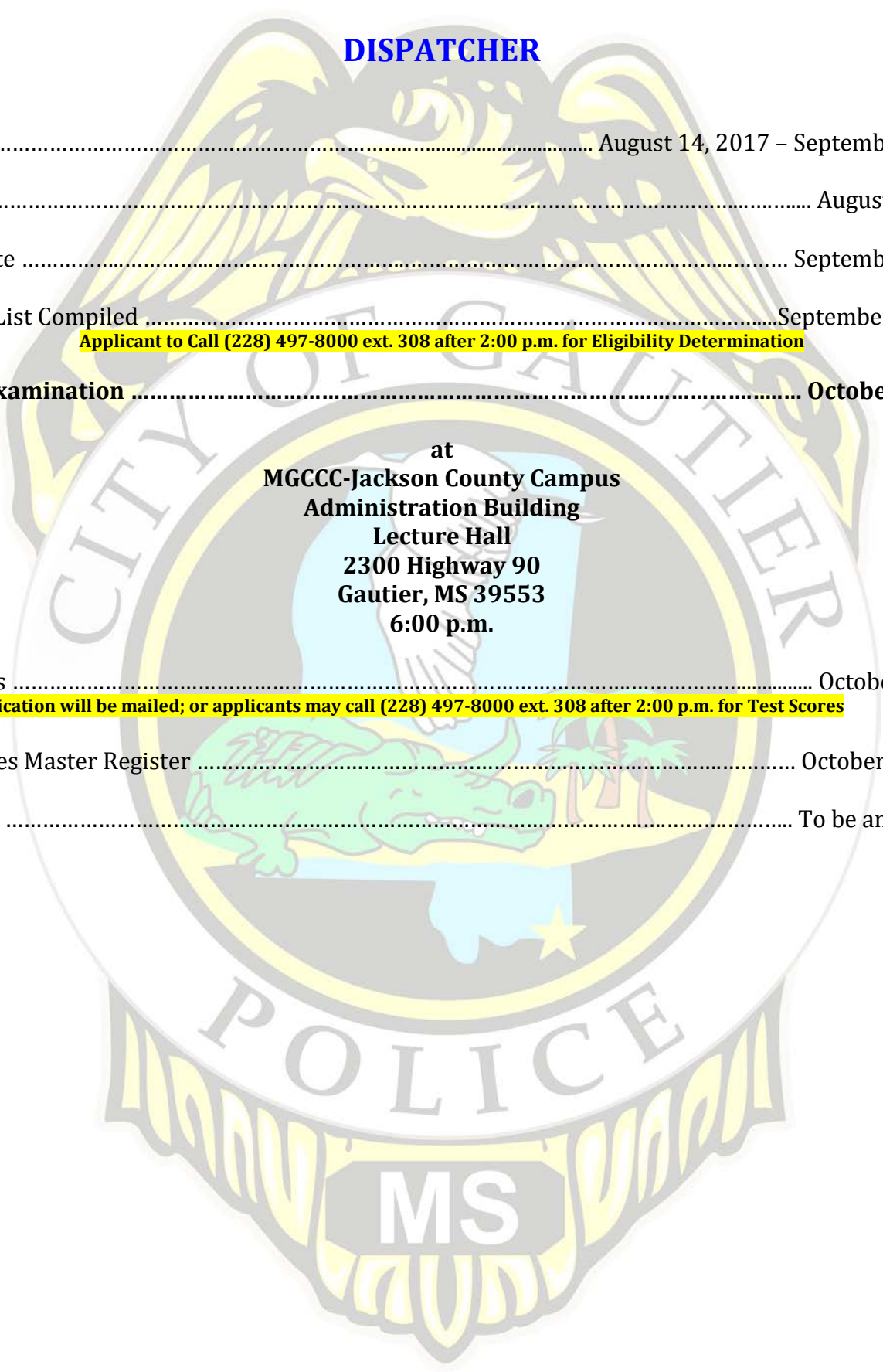
at
MGCCC-Jackson County Campus
Administration Building
Lecture Hall
2300 Highway 90
Gautier, MS 39553
6:00 p.m.

Test Scores October 4, 2017

Written notification will be mailed; or applicants may call (228) 497-8000 ext. 308 after 2:00 p.m. for Test Scores

CSC receives Master Register October 12, 2017

Interviews To be announced



CITY OF GAUTIER

3330 Hwy 90* GAUTIER, MISSISSIPPI * 39553-5124 * TEL: 228-497-8000 * FAX: 228-497-8028

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.

PLEASE PRINT OR TYPE * PROVIDE ALL INFORMATION REQUESTED

| | | |
|---|----------------------------|---------------------------------|
| Position Applied For (list only ONE per application) | Date of Application | |
| Last Name | First Name | Middle Name |
| HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE) | | |
| Daytime Phone #: _____ | | Evening Phone #: _____ |
| Email (if checked daily): | | |
| Have you ever been employed with us before? <input type="checkbox"/> NO <input type="checkbox"/> YES DATES: | | |
| Are you a United States citizen? <input type="checkbox"/> NO <input type="checkbox"/> YES | | |
| Are you registered to vote in the county in which you reside? <input type="checkbox"/> NO <input type="checkbox"/> YES | | |
| Do you have a valid driver's license? <input type="checkbox"/> NO <input type="checkbox"/> YES License #: | | State: |
| Commercial –Class: | | |
| Are you employed now? <input type="checkbox"/> NO <input type="checkbox"/> YES | | Date available for work: |
| Have you been convicted of a felony within the last seven (7) years? <input type="checkbox"/> NO <input type="checkbox"/> YES | | |
| <i>(Conviction will not necessarily disqualify an applicant from employment)</i> | | |
| <i>If Yes, please explain.</i> | | |
| Have you ever had any job-related training in the United States military? <input type="checkbox"/> NO <input type="checkbox"/> YES | | |
| If Yes, please describe. | | |
| Do you have any relatives currently employed with the City of Gautier? <input type="checkbox"/> NO <input type="checkbox"/> YES | | |
| If yes, please give name(s) and relationship(s). | | |

EDUCATION If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.

| School | Address | Course of Study | Diploma/Certification |
|--------|---------|-----------------|-----------------------|
| | | | |
| | | | |
| | | | |

Describe any specialized training, apprenticeship, extracurricular activities and honors received

EMPLOYMENT EXPERIENCE *Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached*

| | | | | | |
|--------------------|---------------------|------------|--------------------|-------|----------------|
| 1. | Employer | | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | Supervisor | | | |
| Reason for Leaving | | | | | |
| 2. | Employer | | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | Supervisor | | | |
| Reason for Leaving | | | | | |
| 3. | Employer | | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | Supervisor | | | |
| Reason for Leaving | | | | | |
| 4. | Employer | | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | Supervisor | | | |
| Reason for Leaving | | | | | |
| 5. | Employer | | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | Hourly Rate/Salary | | |
| | | | Starting | Final | |
| | Job Title | Supervisor | | | |
| Reason for Leaving | | | | | |

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

REFERENCES (Do not include relatives)

| Name | Address | Phone Number | Occupation |
|------|---------|--------------|------------|
| | | | |
| | | | |
| | | | |

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby authorize the City to conduct any and all necessary background checks concerning my criminal record as may be necessary, and I understand the presence of a criminal record may prevent me from being hired.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: _____ Date: _____



City of Gautier

Office of Human Resources
3330 Highway 90 • Gautier, MS 39553
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Email: hr@gautier-ms.gov

VERIFICATION OF PREVIOUS E-911/TELECOMMUNICATIONS WORK EXPERIENCE

| | | |
|---|---|--------------------------------|
| DATE: _____ TO: _____ COMPANY: _____ ADDRESS: _____ _____ | POSITION APPLIED FOR: _____ FROM: _____ (Applicant Name) PREVIOUS NAME: (If applicable) _____ | |
| I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier. | | |
| _____ Applicant Signature | _____ Social Security Number | _____ Date(s) of employment |

Note to Previous Employer: Please complete the information requested below and mail directly or fax to:

**City of Gautier
Office of Human Resources
3330 Highway 90
Gautier, MS 39553
Fax: (228) 497-8028**

Date of Employment: _____

Last Date of Employment: _____

Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.

| Employee's Position/Title | Briefly describe duties of position | Date employee began position | Date employee ended position | Indicate if Full-Time or Part-Time Status |
|---------------------------|-------------------------------------|------------------------------|------------------------------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Completed by: _____
(Print Name)

Title: _____

Signature: _____

Date Completed: _____