



MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

Emergency Dispatcher

SALARY: \$35,980.00 /Year

OPENING DATE: 06/16/15

CLOSING DATE: Continuous

DESCRIPTION:

OPEN & CONTINUOUS
All Qualified Candidates May Apply

This is the entry level of police dispatching and routine and emergency public safety dispatch for Police and Fire/Emergency Medical Service (EMS) in an emergency communications center of the MDTA and BWI Thurgood Marshall Airport. Employees are responsible for receiving, reviewing, coordinating, transmitting, interpreting, tracking and recording law enforcement, fire rescue/EMS, highway maintenance, and general administrative information to ensure the safety of MDTA Police Officers, BWI Fire/Rescue personnel, the traveling public and MDTA employees. The work involves the operation of 700 MHZ statewide multi-channel radio system, Computer Aided Dispatch (CAD), computerized law enforcement and administrative information retrieval, traffic control systems, and mechanical, electrical, visual, computerized and security and fire monitoring systems. Assignments are periodically stressful in nature.

Employees in this classification may be required to work permanent or rotating shifts, weekends, holidays and extended hours. Work assignments may be performed at any of the Communications Centers within the State, requiring that employees provide their own transportation to one or multi-job sites.

QUALIFICATIONS:

Education: Graduation from an accredited high school or possession of high school equivalency certificate.

Experience: One year of experience in customer service, data entry or clerical work.

Note: U.S. Armed Forces military service experience as defined under the Experience Requirement of the Minimum Qualifications may be substituted for experience on a year-for-year basis.

Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position you are applying for.

LICENSES & CERTIFICATIONS:

Applicants must possess a valid Class C Maryland Driver's License or an equivalent out of state license. Applicants must list the license number and date of expiration on the application.

Notes:

1. MDTA Emergency Dispatcher I employees will undergo training through the MDTA Communications Division Training Program.
2. Employees will be required to obtain the following certifications:
 - Criminal Justice Information System Orientation Certification
 - National Crime Information System Log-On Certification
 - Public Safety Dispatcher I (PSTA) certification
 - CPR certification and Emergency Medical Dispatch certification
 - Emergency Fire Dispatch certification.

ADDITIONAL INFORMATION:

APPLICATION PROCESS:

Please email a signed application (TSHRS Form DTS-1) form to mdtapdispatchrecruiting@mdta.state.md.us or mail the form to:

MARYLAND TRANSPORTATION AUTHORITY POLICE
Attn: Captain Pamela Thorne
4330 Broening Highway
Baltimore, Maryland 21222

RESUMES CANNOT BE SUBSTITUTED FOR THE TSHRS (DTS-1) EMPLOYMENT APPLICATION. For an application, Form DTS-1, please call 410-537-7553 or visit our online employment center at <http://www.mdot.maryland.gov/Employment/index.html>.

This is an Open & Continuous recruitment, which means applications are always accepted with no deadline date. Applications will be considered in order of the date applied.

NOTES

1. Applicants will be subject to a medical examination by the agency physician and an emotional stability and psychological fitness examination which may impact employment.
2. Employees in this safety-sensitive classification may be subject to periodic and/or post-accident drug/alcohol testing in accordance with State regulations on testing for illegal use of drugs and/or prohibited use of alcohol.
3. This is an emergency essential classification subject to emergency release procedures. Employees in this classification must be willing and available for duty at such hours, day or night and are required to remain or report for duty at such hours as needed to maintain the continuous operation of a detachment.
4. Employees are required to maintain a reliable communication link at their own expense for the purpose of emergency call back requirements.
5. Candidates will be subject to pre-employment drug testing in accordance with the Transportation Code of Maryland Regulations 11.02.11, Testing for Illegal Use of Drugs.
6. Employees in this classification are subject to substance abuse testing in accordance with the Transportation Code of Maryland Regulations 11.02.11, Testing for Illegal Use of Drugs.

If you have held ***more than one (1) position at the same employer***, please list each position that you held and the length of time that you held each position.

Reasonable accommodations for persons with disabilities will be provided upon request.

This position will serve a 12 month probationary period. Selected candidate(s) will undergo an extensive background investigation, to include reference checks. The incumbent in this position may be a member of a covered bargaining unit and may be required to pay a bi-weekly service fee to the exclusive representative of the bargaining unit.

For education obtained outside the U.S., you will be required to provide proof of the equivalent

American education as determined by a foreign credential evaluation service.

Note: The Maryland Transportation Authority is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

AN EQUAL OPPORTUNITY EMPLOYER

Relay Service: 1-800-735-2258

TTY

Number: 711

Issue Date: 06/25/15