

City of Kewanee, IL
Civil Service Commission
Telecommunicator Testing

Applications are being accepted by the City of Kewanee, IL for the position of Police Department Telecommunicator. The starting hourly wage is currently \$18.15. Work is in a professional Police Department setting, and entails interaction with other staff and the public throughout the day. The final eligibility register is anticipated to be established by July 11, 2018. There are currently no anticipated vacancies in this position.

Basic qualifications: High school graduate or the equivalent; ability to provide quick and accurate dispatching for municipal emergency service; understanding and experience in maintaining computer databases; ability to compose routine office correspondence; ability to work and communicate effectively with other employees and the public; ability to accept and follow direction from direct supervisor and management staff; and ability to maintain confidentiality of information. Other qualifications are listed in materials available at City Hall, and include no history of drug abuse, passing a pre-employment physical, psychological test and drug screen as well as having a satisfactory police and employment background check.

Testing: Testing will consist of three components: test of skills necessary for effective telecommunication, including a listening and comprehension test; typing test; and if a passing grade is obtained on the telecommunication and typing exams, an applicant will then proceed to oral interview. Applicants who are found to be qualified to continue after a review of submitted application materials will be notified of the testing dates and locations, however, it is anticipated that the written testing will occur on May 23, 2018 beginning at 6:00 p.m., with typing testing scheduled for June 5 and oral interviews shortly thereafter. All applicants must abide by the rules established by the Civil Service Commission.

Applications may be obtained at Kewanee City Hall 401 E. Third St. Kewanee, IL 61443-2365, along with a position description. Applications must be completed and returned to the City Clerk at Kewanee City Hall, 401 E. Third Street, Kewanee, Illinois, by no later than 5:00 p.m. on May 14, 2018. Kewanee is an equal opportunity employer and a drug and alcohol free work place.

KEWANEE POLICE DEPARTMENT EMPLOYMENT DRUG POLICY

The Kewanee Police Department is firmly committed to a drug-free society and workplace. Therefore the unlawful use of drugs by Kewanee Police Department employees is not tolerated. Furthermore, applicants for employment with the Kewanee Police Department who currently use illegal drugs will not be found suitable for employment. The Kewanee Police Department does not condone any prior drug use by applicants; however, the Department realizes some otherwise qualified applicants may have used drugs at some point in their pasts. The following policy sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment, balancing the needs of the Kewanee Police Department to maintain a drug-free workplace and the public integrity necessary to accomplish the Kewanee Police Department's intelligence and law enforcement missions. Applicants who do not meet the listed criteria need not apply for any position in the Kewanee Police Department.

Criteria

1. Have you used marijuana or any form of marijuana AT ALL WITHIN THE PAST 2 YEARS?
2. Have you used methamphetamine, phencyclidine (pcp), cocaine, crack cocaine, heroin, or any other illegal drug or substance (including anabolic steroids after February 27, 1991) AT ALL IN THE PAST 10 YEARS?
3. Have you ever sold and/or delivered any illegal drug?
4. Have you ever used an illegal drug (no matter how many times or for how long) while in a law enforcement position, a prosecutorial position, or in any position which carries with it a high level of responsibility or public trust?
5. Have you ever used any prescription drug in its original intended manner but without the proper prescription or legal justification for use within 12 months preceding the date of this application?
6. Have you ever used any prescription drug or used a legally obtained substance in a manner for which it was not intended within 36 months preceding the date of this application?

If you answered YES to any of these questions, you are not eligible for employment with the Kewanee Police Department. The above listed questions may be covered in the Polygraph or Psychological examinations.

Telecommunicator.

- a. General Nature of Work: This is skilled and semi-skilled clerical work in the dispatch operation of the police department. An employee in this position is responsible for providing quick and efficient dispatching for municipal police services. An employee in this position also performs various clerical tasks such as typing and filing. Duties are performed under the guidance of the Lead Telecommunicator and the overall supervision of the Chief of Police.
- b. Examples of Duties: (Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of the class).
 1. Receives complaints from the public via telephone, alarm, or in person - this includes operating the 9.1.1. System.
 2. Responds to complaints and then transmits information via radio to field personnel.
 3. Monitors all municipal radio frequencies and answers calls directed to dispatch center.
 4. Logs all complaints and other pertinent information.
 5. Performs a variety of clerical tasks such as typing and filing of accident reports, arrest records, and officer's statements.
 6. Receives and processes moneys received by the Police Department, such as parking fines, dog redemption fees, police report fees, automobile towing and stowage fees, and eviction fees.
 7. Organize and keep records of warrants served, reports filed, and citations issued.
 8. Prepares UCR crime reports monthly.
 9. Serves as receptionist for citizen's entering police station.
 1. Performs related duties as directed, which may include administrative assistance to the Chief of Police.
- c. Desirable Knowledge, Skills, and Abilities:
 1. Ability to establish and maintain an effective relationship with municipal officials, supervisory personnel, fellow employees, other municipal employees, and the general public.

2. Ability to operate computer and other business machines.
 3. Thorough knowledge of municipal geography and surrounding areas.
 4. Some knowledge of federal and state regulations governing radio communications.
 5. Thorough knowledge of police terminology and radio communication language.
 6. Ability to maintain the confidentiality of information and written materials.
 7. Ability to understand and follow written and oral instructions.
 8. Ability to work under the direct supervision of the immediate departmental/division supervisor.
- d. Desirable Training and Experience: Graduation from a standard high school or the equivalent, supplemented by some experience in emergency dispatching; or any combination of experience and education which provides the desired knowledge, skills, and abilities.
- e. Essential Functions and Qualifications: These essential items are considered "Conditions of Employment". Failure to have or maintain these essential functions and qualifications may result in termination from this specific position.
1. Ability to pass the LEADS computer certification requirements.
 2. Must be able to meet requirements to be bonded and pass an employment physical.
 3. Must satisfy a police check that reveals no past criminal activity and no history of misdemeanor convictions that may indicate anything but the highest level of personal integrity and sobriety.
 4. Ability to visually distinguish individuals entering the police station. Ability to have hearing to allow distinguishing incoming information accurately and rapidly. Ability to be easily understood over radio circuits and land lines, in regard to clear pronunciation.

EMPLOYMENT APPLICATION
City of Kewanee

Received:
Date: _____
Time: _____
Clerk: _____

Telecommunicator 2018

GENERAL INSTRUCTIONS

- A. You may request any needed accommodation to participate in this application process, for example, an accommodation for a test, a job interview, or a job demonstration.
- B. Carefully review the information about the position to ensure that you meet the necessary qualifications for the position.
- C. The information entered on this form must be printed clearly or typewritten.
- D. A separate application must be submitted for each position.
- E. It is your responsibility to keep your name and address current.
- F. **CAUTION:** Give complete and concise answers to all questions. You can be credited only with the education and experience shown on this application and any required supplementary form. You must be able to substantiate all statements made on this form. Truthful answers to questions contained on this form are considered a condition of employment (if falsehoods are discovered on this form it may lead to termination).
- G. Return the completed form to: Personnel Officer, City Hall, 401 E. Third Street, Kewanee, IL 61443-2365.

1. What position of employment are you applying for?

Telecommunicator

PERSONAL INFORMATION			
2a. LAST NAME	2b. FIRST	2c. MIDDLE	
3a. STREET ADDRESS	3b. CITY	3c. STATE	3d. ZIP
4a. HOME PHONE	4b. WORK PHONE	4c. EMAIL	
5. DATE OF BIRTH:	<small>Used only for positive identification for background check. See NOTE at bottom of Page 5 of this application for more information.</small>		

6. Yes No Have you ever been employed by the City of Kewanee? If yes, please be sure to list under work history.

7. Yes No Have you ever been enrolled in an educational institution or employed under any other name, such as a prior legal name or maiden name? If yes, please give the name(s) you used.

NAMES:	
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8. Yes No Are you a current resident of the City of Kewanee? Unless specifically waived by the City Manager, all positions require residence in the City of Kewanee. Kewanee residency is considered a condition of employment and failure to comply may lead to termination.

9. Yes No Are you a United States citizen?

10. Yes No Have you ever served in the United States armed forces? If yes, complete the following:

Branch of Service:	Enter Date:	Discharge Date:	Discharge Type:

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City of Kewanee

11. Yes No With the exception of actions that have been annulled, expunged, or sealed by a court, have you ever been convicted, found guilty, or pleaded guilty to a crime in criminal, civil, or military court?
12. Yes No Have you ever been fined, placed on probation, or forfeited collateral for breach or violation of any law, ordinance, police, or traffic regulation, including moving and equipment violations?
13. Yes No Do you now have any charges pending against you?

"Yes" answers to questions 11., 12., or 13. above must be explained in detail in the area below:

Date, Court & Location:	Nature of Offense or Violation:	Disposition of Case and Penalty/Fines imposed:

14. Yes No Are you applying for a position which requires a professional license, certificate, or registration, including operator's or chauffeur's license? If "Yes", list the requested information below:

License/Certificate Type:	License/Cert. Number:	Where Issued:	Date Issued:	Date Expires:

15. Yes No Do you have any friends or relatives working for the City of Kewanee? If "Yes", please list below.

NAMES:	
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16. Yes No Have you ever declared bankruptcy or are you now in any type of bankruptcy proceedings? If yes, please explain below.

Bankruptcy Proceedings:	

17. Yes No Have you ever had your wages garnished or are there proceedings now underway that may result in your wages being garnished? If yes, please explain below.

Garnishment Orders:	

18. This question pertains to the description of the position that you are applying for. You can not answer the following questions unless you understand the position description. If you need assistance in understanding the position description, please request assistance from the Personnel Officer or a member of the staff.

- 18a. Yes No Are you able to perform the functions of the position that are listed under the title of "Essential Functions" without an accommodation? If yes, skip to question 19.

- 18b. Yes No Can you perform the "Essential Functions" with an accommodation? If yes, please explain in the space provided below, how you would perform each particular "Essential Function", and with what accommodation.

Accommodations:	

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19. If the City of Kewanee is able to offer you a position, what is the soonest that you will be able to report to work? (For example, "After 2 weeks notice to current employer", or "last day of August".)

When Available:	
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20. Not all positions require an ability to work shifts on weekends or during hours outside of the normal work day. Are you willing to work the following shifts or unusual hours if necessary?

- | | | | |
|---|-------------|---|------------------|
| 20a. <input type="checkbox"/> Yes <input type="checkbox"/> No | Dayshift | 20e. <input type="checkbox"/> Yes <input type="checkbox"/> No | Evening Shift |
| 20b. <input type="checkbox"/> Yes <input type="checkbox"/> No | Night Shift | 20f. <input type="checkbox"/> Yes <input type="checkbox"/> No | Rotating Shift |
| 20c. <input type="checkbox"/> Yes <input type="checkbox"/> No | Part-time | 20g. <input type="checkbox"/> Yes <input type="checkbox"/> No | Weekends |
| 20d. <input type="checkbox"/> Yes <input type="checkbox"/> No | Overtime | 20h. <input type="checkbox"/> Yes <input type="checkbox"/> No | Seasonal/Limited |

WORK HISTORY

- Please be complete. You can be credited only with the education and experience shown on this application and any supplementary form. Your training and employment experience will be used to determine whether you meet the entrance requirements for this position and to compute your rating of experience and training. Include military and volunteer experience that you believe may relate to the position for which you are applying.
- Start with your present or most recent employment and list your employment history.
- If you held more than one job for the same employer, list each job as a separate period.
- NOTE: This section of the application must be completed even though the applicant may elect to attach additional material such as resumes, vita, or addenda. An incomplete application may result in the application being rejected or delayed which could result in a lost job opportunity.

21a. Present or Most Recent

	Job Title:	Did you supervise employees? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? ____
Started: ____ Mo. ____ Yr. Ended: ____ Mo. ____ Yr. Hours worked/week: ____	Name and Address of Employer:	Reason For Leaving:
Salary: Starting: \$/hr. ____ Ending: \$/hr. ____	Kind of Business:	Name & Title of Supervisor:
Describe your duties and responsibilities in detail. (Include equipment, materials and tools used.)		

21b. Next Most Recent

	Job Title:	Did you supervise employees? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? ____
Started: ____ Mo. ____ Yr. Ended: ____ Mo. ____ Yr. Hours worked/week: ____	Name and Address of Employer:	Reason For Leaving:
Salary: Starting: \$/hr. ____	Kind of Business:	Name & Title of Supervisor:

EMPLOYMENT APPLICATION

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Ending: \$/hr. _____		
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(Continued next page.)

21b. Next Most Recent (con't.)

Describe your duties and responsibilities in detail. (Include equipment, materials and tools used.)

21c. Next Most Recent

	Job Title:	Did you supervise employees? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? _____
Started: _____ Mo. _____ Yr. Ended: _____ Mo. _____ Yr. Hours worked/week: _____	Name and Address of Employer:	Reason For Leaving:
Salary: Starting: \$/hr. _____ Ending: \$/hr. _____	Kind of Business:	Name & Title of Supervisor:
Describe your duties and responsibilities in detail. (Include equipment, materials and tools used.)		

21d. Next Most Recent

	Job Title:	Did you supervise employees? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? _____
Started: _____ Mo. _____ Yr. Ended: _____ Mo. _____ Yr. Hours worked/week: _____	Name and Address of Employer:	Reason For Leaving:
Salary: Starting: \$/hr. _____ Ending: \$/hr. _____	Kind of Business:	Name & Title of Supervisor:
Describe your duties and responsibilities in detail. (Include equipment, materials and tools used.)		

22. Yes No Have you ever been dismissed or forced to resign from any position other than as stated above? If yes, please explain in the space provided below. Note: Failure to include all information regarding dismissal or forced resignation will result in the rejection of your application. If more space is required to adequately describe your experience, attach full sheets of paper and write on each sheet your name and the position title for which you are applying; use the same format as above.

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EDUCATIONAL AND TRAINING HISTORY

23. **Schooling**

SCHOOL	NAME & LOCATION	MAJOR SUBJECTS	DID YOU GRADUATE	LIST DEGREE OR DIPLOMA
HIGH SCHOOL			<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE			<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER (Specify)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER (Specify)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER (Specify)			<input type="checkbox"/> Yes <input type="checkbox"/> No	

PERSONAL REFERENCES

24. List below three personal references, which cannot be former employers or relatives.

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER

25. **UNDERSTANDING AND AUTHORIZATION FOR RELEASE:** I understand that this application is not and is not intended to be a contract of employment. , Nor does this application obligate the employer in any way if the employer decides to employ me. No one other than the City Manager, or his authorized agent, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by the City Manager, or his authorized agent. I authorize the City of Kewanee to make such investigations and inquiries as to my character, personal history, financial and credit record, employment record, and conviction record as may be necessary in arriving at an employment decision. I hereby release employers, schools, law enforcement agencies, and persons from all liability for any damages whatsoever that may ensue from furnishing the same to the City of Kewanee.

26. **CERTIFICATE OF APPLICANT:** I certify that all answers and statements contained in this application are true to the best of my knowledge and belief. I understand that misstatements or omissions of material fact will subject me to disqualification or dismissal. I approve the above authorization for release.

Date:	
Signature:	

(Applications not signed will not be accepted)

NOTE: The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age," or by other means. The term "employment applications," refers to all written inquiries about employment or applications for employment or promotion including, but not limited to, resumes or other summaries of the applicant's background. It relates not only to written preemployment inquiries, but to inquiries by employees concerning terms, conditions, or privileges of employment as specified in section 4 of the Act. [46 FR 47726, Sept. 29, 1981, as amended at 53 FR 5972, Feb. 29, 1988]