

Internal / External  
Job Announcement



**Note Reference Examination:** *The City of Kingman reserves the right to consider the candidates who best overall meet the qualifications and suitability of the position in the succeeding examination processes: experience and training evaluation, testing and/or interviews. After an offer of employment has been made, appointment may be subject to successful completion of a criminal background check and any other appropriate testing/evaluation commensurate with the offered position.*

**Note Reference American Disabilities Act:** *When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. The City of Kingman does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. EOE*

CITY OF KINGMAN -  
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# City of Kingman , Fire Department Communications Center

## Communications Specialist (9-1-1) \$17.50/hour, Full-Time, Benefits Eligible

### \* FY 16/17 CONTINUOUS RECRUITMENT—Applications accepted anytime\*

The City of Kingman Fire Department is now accepting applications for individuals who are interested in fulfilling the position of Communications Specialist (9-1-1 Dispatching). We are seeking individuals who enjoy providing excellent customer service to the community we serve. Paid training and a desirable work schedule are a few of the benefits that make Kingman Fire Department the choice of those seeking a career in 9-1-1 communications.

In addition to the official job benefits package, a career with the Kingman Fire Department offers many intangible benefits, such as meaningful work, a chance to make a difference in your community, the opportunity to forge lifelong friendships, and the excitement of an ever-changing variety of calls and unique, challenging experiences.

**Apply on-line now—[www.cityofkingman.gov](http://www.cityofkingman.gov). Application materials accepted anytime.** Regular review of applications will occur to determine candidate testing invites. Testing processes and oral boards will be held as testing dates are scheduled and invitations to test will be extended as soon as practical in advance of testing. We anticipate testing processes will be scheduled at least bi-annually; however, the City of Kingman will hold testing as needed.

**Positions are full-time, benefits eligible. Requires working rotating shifts (days/evenings/nights/weekends & holidays), 12-hour workday. Shift premium is \$0.80/hr. Applications will be regularly screened to determine list of qualified candidates. Qualified candidates will be invited to test (must successfully pass each testing phase to move to next level). Qualified candidates will be required to complete the following:**

- ✓ *Attend a job shadowing with a Communications Specialist at the City of Kingman Communications Center (minimum 2 hour sit-along).*
- ✓ *Successfully complete typing test—40 wpm.*
- ✓ *Successfully complete CritiCall testing process. CritiCall is an assessment based testing tool to determine a candidate's skill and aptitude level to perform the position responsibilities.*
- ✓ *Successfully complete Oral Board Interviews.*
- ✓ *Final Candidates will have a 2nd interview with Executive Staff.*
- ✓ *Upon completion of testing and oral boards, successful candidates will be placed on hiring register and moved into Background Examination / Polygraph Testing as needed based on availability of positions.*

### DESIRED MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from high school or equivalent; Experience performing work with multiple priorities and multi-tasking, in a fast paced working environment; Experience working with the public, responding to inquiries and providing information; Computer experience with use of Microsoft Windows preferred; and any equivalent experience.

### Special Requirements:

- **Must pass police background examination, and polygraph testing. CANDIDATE NOTE: Be thorough, complete and forthright in disclosing and completing questions noted in the on-line application materials which includes employment and personal background related questions—Candidate's failure to fully disclose and respond to questions may disqualify candidate in successfully completing background phase.**
- No felony convictions
- Must possess valid Arizona Driver's License
- Requires typing/word processing at minimum of 40 words per minute (WPM) accurately. Typing test will be issued to candidates in conjunction with the other testing processes. Must successfully pass each phase of testing to continue into next phase of testing.

**FOR COMPLETE DETAILS AND QUALIFICATIONS FOR POSITION, SEE JOB DESCRIPTION: [www.cityofkingman.gov](http://www.cityofkingman.gov)**