

SUPPLEMENTAL INFORMATION FORM

Position: Communications Operator

Class Code: 510

Thank you for your interest in employment with the City of Forest Park. The following questionnaire provides you with information relative to the requirements, duties and demands of the above referenced classification. Read each statement very carefully and then truly assess yourself to determine your suitability for employment in this classification. ANSWER THESE QUESTIONS HONESTLY.

You may provide additional information not specifically requested on the questionnaire that you believe will assist the Personnel Department in evaluating your application. Please attach additional pages if desired. However, the information requested will form the primary basis of your evaluation.

YOU MUST COMPLETE THIS QUESTIONNAIRE AND RETURN IT WITH YOUR APPLICATION TO RECEIVE FURTHER CONSIDERATION.

NATURE OF WORK

Work involves the operation of radios, telephones, alarm board, computer terminals and printers. Police, fire, emergency medical service and animal control calls are received daily from the public. Incumbents dispatch personnel and vehicles to the scene of an emergency based on the nature and location of the call. Incumbents monitor radios for status of city employees and calls. State and national crime information networks are maintained and records for all calls are established by incumbents. Work is reviewed while in progress and through evaluation of records and reports.

Name of Applicant: _____ SSN _____

COMMUNICATIONS OPERATOR - CLASS CODE 510

When answering the following questions, please indicate where you obtained the experience and/or training and the length of experience and/or training (in months or years) .

1.) Experience in emergency service dispatching and/or in two-way radio operation.

2.) Establishing and maintaining logs and records.

3.) Operating telecommunications equipment - radio, telephones and alarm board.

4.) Operating computer terminals and printers.

5.) Reacting calmly and quickly in stressful, emergency situations.

6.) Are you certified to operate the Georgia Crime Information Center computer terminal? _____ Yes _____ No

Additional Information: _____

Signature of Applicant

Date