



**Public Safety Telecommunicator  
Berwyn, Illinois**

**City of Berwyn 9-1-1 Center**  
6401 W. 31st Street  
Berwyn, IL 60402-3106  
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Fax: 708-795-5627  
E-mail: [cnekovar@ci.berwyn.il.us](mailto:cnekovar@ci.berwyn.il.us)  
Website: [www.berwyn-il.gov](http://www.berwyn-il.gov)

Starting Salary: \$36,000.00  
Population: 56,800  
Sworn Officers: 110  
Application Deadline: **2/20/15**

**THE CITY OF BERWYN ILLINOIS**

**PUBLIC SAFETY TELECOMMUNICATIONS – POLICE DEPARTMENT:**

The City of Berwyn Police Department is accepting applications for the position of full-time ***Public Safety Telecommunicator***. Hours and days of assignment will vary to meet the needs of the Berwyn Police Department. A Public Safety Telecommunicator receives telephone inquiries and requests for police, fire, and emergency medical services; dispatches personnel and equipment to scenes of fire, police, and emergency medical incidents and other public safety emergencies through the use of radio, telephone, and other methods. Duties include receiving and providing information promptly and efficiently, competent operation of automated communications equipment, performing related clerical tasks, monitoring police and fire movement and locations.

A Public Safety Telecommunicator can be exposed to an extreme stress level during periods of high volume public safety activity. Individuals with prior experience are encouraged to apply.

**Requirements:**

- L.E.A.D.S. certified preferred
- EMD certified preferred
- Current and valid Illinois Driver's License
- High School Diploma or G.E.D. certificate
- Some college preferred
- Have proficient computer skills
- Be able to read, write, and speak the English language
- Bilingual in Spanish is desirable, but not required

**All applicants will be required to attend a mandatory orientation session and dispatch/call taker exam at:**

Berwyn Police Department  
6401 W. 31st Street

9:00 AM on Saturday – February 28, 2015

Applicants must present a valid photo ID in order to enter the orientation. Top qualifying candidates will be invited for further testing and interviews with final selection contingent upon a background check, psychological evaluation and pre-employment drug testing.

**Starting Salary:**

\$36,000.00 plus benefits

**Applications may be obtained at:**

Berwyn City Hall  
6700 W. 26th Street  
and at the city website [www.berwyn-il.gov](http://www.berwyn-il.gov)

**MUST BE RETURNED TO BERWYN CITY HALL BY 5:00 PM on FRIDAY – FEBRUARY 20, 2015.**

The City of Berwyn is an Equal Opportunity Employer; without regard to race, gender, color, ethnic origin, or any other legally protected status.