

COMMUNICATIONS DISPATCHER/COMMUNITY SERVICE OFFICER

SUPPLEMENTAL QUESTIONNAIRE

(To be attached to District application form)

The purpose of this questionnaire is for you to identify your qualifications in specific job-related areas. It is important that you fill out this form thoroughly and concisely. You are welcome to attach a resume, but not in substitution for this supplemental statement or for the District's Application for Employment form.

You are limited to three (8 1/2" x 11") pages to provide responses to the following requests. When describing your experience in the following areas, **first indicate the job or jobs where you gained the experience by referring to section #11 of the application form and identify the job(s) by letter (a, b, c, d, or e).**

1. Briefly describe your dispatch or radio communications experience. Include the type and amount of your experience, level of the communications activity, type of equipment you used, and identify your employer.
2. Telephone experience. List your total amount of experience operating a telephone, your employer(s), your level of phone activity (e.g., heavy, light, etc.), the number of telephone lines you were responsible for, and the general nature of your telephone contacts (e.g., informational, referral, emergency, etc.).
3. Describe your clerical skills. List the type of machines, equipment, and/or software with which you are familiar. Describe your level of proficiency in each one (e.g., highly, some familiarity, formally trained, etc.).
4. Give one example from your background which best illustrates your ability to handle an emergency or stressful situation. How would you relate that experience to this position? Explain.
5. What is the extent of your knowledge of police-related laws, ordinances, and/or codes? Where or how did you receive this knowledge?
6. List any additional special skills, education, training, and/or experience that you possess which would enable you to succeed in this position (e.g., interpersonal skills, fluency in another language, problem-solving skills). Give an example of how you have used each skill.
7. Finalists for this position must be able to pass a District polygraph test, thorough background investigation, medical examination, and a psychological evaluation prior to being considered for hire. Is there any reason why you may not be able to pass any one of these phases? If yes, please explain.
8. **The position requires a typing speed minimum of 40 words per minute.** Submit the attached Typing Speed Verification Form with your completed Application and Supplemental Statement.

Please remember that you are limited to a maximum of 3 pages for your responses. Sign each page, attach them to your Application Form, and submit them as your completed application packet.