



**WEST VIRGINIA**

Division of Personnel  
1900 Kanawha Blvd. East, Building 3 Suite 500  
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:  
E-911 Telecommunicator**

*An Equal Opportunity Employer*

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**SALARY:** \$28,000.00 - \$34,000.00 Annually  
**DEPARTMENT:** DHS - Division of Emergency Management  
**OPENING DATE:** 12/07/22  
**LOCATION OF VACANCY:** KANAWHA  
**NATURE OF WORK:**

**\*\*\* Exempt Position \*\*\***

Performs specialized communications work involving the receipt, analysis and reporting of information and notifications within the centralized watch center of the Emergency Management Division. The Watch Center is staffed 24/7/365. Monitors emergency/tip-lines, radio frequencies and various data collection systems in order to provide first-line, proactive awareness of on-going events. Receives and reviews time-critical information and notifications in order to provide early warning, response and recovery information and guidance. Work involves obtaining, analyzing, prioritizing, recording, and reporting incoming data and notifications and communicating relevant information to applicable individuals and organizations including federal, state, county and local agencies. Coordinates resources and communications regarding local, regional and statewide incidents of interest in conjunction with municipalities, counties, emergency management agencies, military authorities and various departments to ensure timely implementation of emergency management plans, policy and regulations. Operates a variety of telecommunication and electronic equipment including telephones, electronic communications, radio, satellite, law enforcement and other specialized networks, computer consoles and various early warning weather alert systems. Monitors, answers and obtains relevant information from the mine and industrial accident rapid response system, the safe schools helpline, the DEP spill line, mine and industrial safety tip line, state fire marshal arson hotline, the Beaver Valley nuclear power stations initial notification line, the Beaver Valley nuclear power stations gold executive conference line, the National Warning System (NAWAS), the Statewide Interoperable Radio Network, (SIRN) and FEMA national radio system high frequency radio network. Monitors weather radar/watches/warnings/advisories and conducts statewide weather briefings with area weather services. Maintains situational awareness by monitoring local, state, and national events of interest to the state. Work is performed independently within established protocols and procedures under general supervision of a lead worker or the shift supervisor who reviews work in progress and periodic conferences. Employees in this position may be required to work for extended periods of time under stressful conditions as a result of emergency situations or disaster events. Performs other duties as assigned.

0606PE0542; 0606PE0616

## EXAMPLES OF WORK:

## MINIMUM QUALIFICATIONS:

**Training:** Graduation from a standard four-year high school or the equivalent.

**Experience:** One year of full-time or equivalent part-time paid experience in public contact work.

## OTHER INFORMATION:

Email applications to Melanie Thomas at [Melanie.K.Thomas@wv.gov](mailto:Melanie.K.Thomas@wv.gov) or  
Mail to Melanie Thomas at  
WV Emergency Management Division  
2403 Fairlawn Avenue  
Dunbar, WV 25064

Please include posting number **EMD2300023** on application.

Please note: Applications of covered state employees mailed to DOP or completed via DOP's online method, are not forwarded.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.personnel.wv.gov>

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, WV 25305  
(304) 558-3950

[DOP.applicantservices@wv.gov](mailto:DOP.applicantservices@wv.gov)

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Position #EMD2300023  
E-911 TELECOMMUNICATOR  
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