



## West Virginia E-911 Telecommunicator

<b>SALARY</b>	\$2,522.75 - \$4,298.75 Monthly \$30,273.00 - \$51,585.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	EMD2500022
<b>DEPARTMENT</b>	DHS - Division of Emergency Management	<b>OPENING DATE</b>	05/21/2025
<b>CLOSING DATE</b>	5/30/2025 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

### Nature of Work

**Posting EMD2500022**  
**Position 0606PE0635**  
**Kanawha County**  
**1 Vacancy**

**\*\*\*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 ongoing 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. Monitor weather radar/watches/warnings/advisories and conduct 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.

## 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.

### Special Requirements:

- (1) Successful completion of the telecommunicator employment test that is administered by the State Policy Personnel Section;
- (2) Must successfully complete the required 40-hour WEAPON Class at the State Police Academy.
- (3) Must maintain a current certification as WEAPON terminal operator (re-certification every two years);
- (4) Must successfully complete the nationally recognized 40- hour training course that is required by WV Code 24-6-5 within one (1) year from the date of employment to remain employed;
- (5) Must successfully complete emergency medical dispatch certification program.

## Other Information

PG: 8 \$30,273 - \$51,585

Market Rate: \$46,069

Mail applications to:

Melanie Thomas

1700 MacCorkle Ave. SE, 6th Floor

Charleston, WV 25314

Or email to: [melanie.k.thomas@wv.gov](mailto:melanie.k.thomas@wv.gov)

Please include posting number **EMD2500022** on application.

**Please note: Applications of covered state employees mailed to DOP or completed via DOP's online method are not forwarded to the Division of Emergency Management.**

### Employer

West Virginia

### Address

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, West Virginia, 25305

### Phone

(304) 558-3950

### Website

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