

*The City of Winnipeg is a vibrant and dynamic organization with many opportunities!
We offer a diverse and welcoming work environment that delivers quality services to our citizens.*



CALL TAKER

Winnipeg Police Service

Posting: #9-2014

The Call Taker is a critical link between members of the public and emergency public safety services. Call Takers provide timely, professional response to the public via telephone or other mandated communication medium.

The Winnipeg Police Service is offering an exciting and challenging career opportunity for dynamic individuals with a superior ability to assess situations and make sound decisions, based on established policies and procedures. An organized worker with exceptional communication skills, the Call Taker remains calm and composed while performing multiple tasks effectively and simultaneously in a high-stress environment.

Under general supervision, the Call Taker is responsible for:

- Answering 911 and non-emergency calls from the public
- Triage and assess calls from public
- Input and prioritize information in computer aided call taker program
- Transfer call to appropriate emergency response agency

Your experience includes:

- Grade 12 diploma; G.E.D. Certificate; or equivalent
*Applicants **educated outside of Canada** must have education which is comparable to the minimum qualification in Canada. Applicants submitting **foreign credentials** require an official academic assessment report issued by a recognized Canadian assessment service.*
- Courses in Public Safety Communications or Criminology - an asset

Requirements include:

- Canadian Citizen or Permanent Resident
- 18 years of age
- Demonstrated ability to keyboard accurately, 40 words per minute
- \$100 Administrative fee – due at time of application
- Demonstrated ability to successfully complete job-related testing, as administered by the Service, prior to proceeding in the selection process
- Ability to meet and maintain the standards of a Winnipeg Police Service security check / background investigation and required police clearances
- No involvement in any criminal activity within the last two years (including illegal drugs)
- No criminal record for which a Pardon has not been granted

*If **YOU** are interested in this exciting opportunity, please visit the [Winnipeg Police Service recruiting website](#) for the position summary, salary and benefit information, a **complete list of qualifications**, as well as **important application procedure details**.*

***Job-related keyboarding appointments must be completed by Thursday, November 13th**
Applications accepted: Friday, September 26th to Friday, November 14th*

Applications received after 3 pm on Friday, November 14th, 2014 will not be considered

Online applications will not be accepted for this competition

We thank you for your interest. Only those candidates being considered for further screening in the selection process will be contacted.

WE SEEK DIVERSITY IN OUR WORKPLACE. ABORIGINAL PERSONS, WOMEN, VISIBLE MINORITIES, AND PERSONS WITH A DISABILITY ARE ENCOURAGED TO SELF-DECLARE.