

Job Advertisements Instructions and Template

The following instructions and template are to assist agencies in properly advertising a job vacancy. Agencies should promote the job vacancy in order to attract and retain the most qualified talent and increase the candidate pool.

Things to remember prior to completing the Job Ad:

- Avoid lengthy sentences and paragraphs - this may cause people to lose interest.
- Please do NOT list the Minimum Qualifications, Probationary Period, and Working Conditions on the job advertisement. This information is populated in MyPURPOSE from the official job class specification in KHRIS and will automatically be on the advertisement, along with other information.
- Look at job advertisements already posted using the same/similar format as the Job Advertisement Template. There are great advertisements to use as a reference.
- Do NOT use acronyms, unless you show what they stand for.
- Proofread and check for spelling and grammatical errors.

NOTE: Agencies that intend to offer telecommuting (full time or partial) for a position that is being advertised, should include the following language on the job posting:

“The agency may authorize the selected candidate to telecommute. The agency may terminate or modify the telecommuting arrangement at any time.”

Job Advertisement Template:

[Agency name] is [provide a brief statement about your agency and why it is a great place to work and have a career].

The [Job Title] is responsible for [briefly describe the purpose of the position you are advertising and focus on what a great opportunity it offers].

Reasons to work for us [list in a paragraph format the key reasons why they should come work for your agency - great benefits, flexible scheduling, on the job training etc.]

Responsibilities may include, but are not limited to:

[list around five to seven key/essential job responsibilities in a bullet format]

Preferred Skills and Abilities:

[list skills (optional) that are realistically associated with the routine nature of the job in a bullet format]

Example Job Ad:

Kentucky State Police is the premier, full service law enforcement agency in the Commonwealth of Kentucky. With the highest level of professionalism and integrity, the Kentucky State Police works to prevent, reduce and deter crime and the fear of crime, enhance highway safety through education and enforcement, and safeguard property and protect individual rights.

The Police Telecommunicator is a highly skilled team member, providing a vital link between the state Troopers and the information they need to be effective and efficient in their daily operations. Often times called the "nerve center" of police operations they are the initial first responders, taking the call and dispatching emergency personnel including state and local police, fire and ambulatory services.

Key Responsibilities:

- Answer radio and telephone calls (including 911 in designated areas)
- Gather and relay pertinent information from each communication; dispatching calls to police and other emergency management personnel
- Provide pre-arrival instructions during medical emergencies
- Operate the Computer Aided Dispatching system (CAD)
- Utilize law enforcement systems nationwide to assist troopers and detectives with investigations ranging from traffic enforcement to major crime

Preferred Knowledge/Skills/Abilities:

- Typing
- Strong written and verbal communication
- Map reading
- Perform under pressure
- Solid judgement
- Computer literacy

If you are interested in a challenging yet rewarding career where you can make a positive difference in your local community we would love to review your application for Kentucky State Police Telecommunicator.