

Applications are being accepted for the following position:

911 Communications Center Assistant Manager

Kenosha City/County Joint Services is a local government agency providing 24/7/365 support services for the police, fire, and sheriff's departments. We are seeking qualified candidates for the 911 Communications Center Assistant Manager position. This is an exempt position, and in addition to other required duties, the candidate will be responsible for the technical operations of the center.

Interested candidates must be a minimum of 18 years of age at time of application and possess a high school diploma or G.E.D.. Candidates must have a minimum of 5 years of dispatching/call-taking experience in a consolidated 911 communications center with 2 years in a supervisory capacity, and knowledge of 911 computer aided dispatch systems. This position will generally work Monday through Friday and be required to work other schedules and/or be on-call for operational needs. **Interested persons must complete and submit an application and include a cover letter and resume.**

The January 1, 2009 salary range is \$51,459 to \$60,320 after 48 months. Benefits include paid health and dental insurance, sick leave, and vacation. We also offer group life insurance, Social Security benefits, and retirement benefits.

Residency within a defined perimeter must be established 90 days after successful completion of the probationary period. The required residency area is defined as: the area bordered on the west by the western border of Kenosha County; on the north by College Avenue in Milwaukee; on the east by the lake; and on the south by Illinois Route 22.

JOIN US AND TOGETHER WE CAN MAKE A DIFFERENCE!

Applications are available on-line (PDF) and at the Information Counter or Room 100 in the Kenosha County Public Safety Building, 1000 55 Street, Kenosha, WI. Completed applications must be returned by **4pm, Thursday, July 2, 2009** to Kenosha City/County Joint Services located at the Kenosha County Public Safety Building, Room 100, 1000 55 Street, Kenosha, WI 53140. If you are unable to access and print the on-line application please contact us at (262) 605-5050 and request to have an application mailed to you.

Applications received after the due date will not be considered.

If you would like to be notified of vacancies for other positions when they become available, please click on [Request Notification on Future Job Openings](#) and complete the appropriate fields.

We thank you for your interest in Kenosha City/County Joint Services.

NOTICE TO APPLICANTS

To complete and submit your application, please do the following:

1. Write or type in "911 Communications Center Assistant Manager" for the position.
2. Complete the entire application including the *Authorization For Release Of Information* page. Your signature is required on the following pages; *Authorization For Release of Information and the Skills Inventory*.

Please note: The test will only be conducted in the Kenosha area.

Your application will be screened for completeness and accuracy of information. Persons convicted of a felony, of any kind, can not be considered for this position due to CIB/NCIC policy. **Missing or incorrect information may disqualify your application.** Please follow instructions on the application carefully and write or type legibly.

Please be prepared to submit a certified copy of your high school diploma or G.E.D. and DD214 Form, if applicable, upon request. Copies of other educational certifications may be included with your completed application.

3. In addition to a properly completed application form, applicants are required to submit a cover letter and current resume.
4. **Return your completed six (6) page application, cover letter, and resume in a sealed envelope by mail or in person to:**

Kenosha City/County Joint Services
1000 55 Street, Room 100
Kenosha, WI 53140
Attn: Personnel Assistant

Applications and resumes will be accepted in Room 100 and at the Information Counter of the Kenosha County Public Safety Building, 1000 55 Street, Kenosha, WI 53140, **until 4 pm, Thursday, July 2, 2009.** Applications received after the deadline will not be considered.

Employment with Kenosha City/County Joint Services is contingent upon successful completion of a series of qualifying tests. **When you are selected to participate in the testing process, you will be notified of the date and time.** The passing of each test will qualify you to proceed to the next level of testing.

KENOSHA CITY/COUNTY JOINT SERVICES
1000 55 Street
Kenosha, WI 53140

911 COMMUNICATIONS CENTER
ASSISTANT MANAGER

Internal and External Hiring Process

GENERAL STATEMENT OF DUTIES: The 911 Communications Center Assistant Manager is an exempt position reporting to the Communications Manager. The person in this position is responsible for the technical operations of the Communications Center, and, in addition, assists the Communications Manager with planning, organizing, coordinating, and directing the communications functions and dispatch functions for police, sheriff, fire, and emergency services operations in Kenosha County. The Assistant Manager generally works Monday through Friday but will be required to work other schedules and/or be on call to accommodate operational needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (not limited to)

- ▶ Performs the work of the Communications Manager in the manager's absence;
- ▶ Configures and maintains the computer-aided dispatch system, especially regarding annexations, address changes, run orders, automatic response areas, grids and beats; and new and changed CAD features;
- ▶ Plans, implements, and maintains other technological systems in the department including the 911 phone equipment, radio equipment, mapping system, paging system, master street address guide, TIME system and recording system;
- ▶ Keeps current with technological trends for communications centers and makes recommendations to the manager;
- ▶ Works with the manager to develop the operational budget; purchases or assists in purchasing supplies and equipment; prepares and/or assists in the preparation of requests for proposal, and prepares and/or assists in the preparation of grant-related requests;
- ▶ Compiles various statistical/administrative data; makes applicable calculations; analyzes data and identifies trends; prepares/generates reports and charts; maintains records;
- ▶ Maintains the back up center including evacuation plans, technological systems, forms, and supplies;
- ▶ Makes tapes and provides information to the public safety agencies and citizens in accordance with the open records laws;
- ▶ Coordinates the emergency medical dispatch system including policies and procedures, computer applications; and the continuous quality improvement program;
- ▶ Serves as a liaison between the communications center and MIS, County IS, Emergency Management, law enforcement and fire and rescue agencies regarding CAD, and the appropriate maintenance provider of the technological systems used in the communications center.
- ▶ Attends various meetings, serves on committees, makes speeches or presentations, and attends agency coordination meetings.
- ▶ Assists with dispatching functions in an emergency which may include operating communications equipment and computers; screening/processing emergency 911 calls, dispatching appropriate agency personnel to incident locations, coordinating communications with/between callers and responders and maintaining records of calls and work activities;

▶
Performs related tasks as required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES: Shall include, but are not limited to, the same as are required for the position of Joint Services Public Safety 9-1-1 Dispatcher and, in addition, comprehensive knowledge of emergency communications systems including radios, phones, mapping, computer aided dispatch, and recording, and the ability to operate all related equipment; general knowledge of sheriff, police, fire, and EMS procedures and knowledge of appropriate state and federal legislation and mandates; ability to plan and supervise the work of others; ability to use word processing and spreadsheet software applications; skill in preparing and presenting comprehensive reports; ability to establish and maintain effective working relationships with a wide range of executive, departmental, and public representatives.

All applicants will be required to pass a series of qualifying tests to include but not limited to a written examination, keyboard test, a records and background investigation, oral interview, psychological examination, and drug screening. All qualifying applicants will receive consideration for employment without regard to age, race, creed, color, sex, national origin, disability, or political affiliation. Residency within a defined perimeter must be established 90 days after successful completion of the probationary period. The residency policy and map be viewed upon request.

EDUCATION AND EXPERIENCE: Minimum of a high school diploma or G.E.D; minimum of five years of dispatching/call taking experience in a 911 consolidated Communications Center, two of which have been spent in a supervisory capacity; knowledge of computer aided dispatch systems, 911 telephone systems, radio equipment, and wireless systems including mapping applications and GIS data; additional field experience or education in law enforcement, fire, EMS, or other relevant applications is preferred.

PHYSICAL REQUIREMENTS: This is sedentary work requiring the exertion of up to 50 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, bending, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound, visual acuity is required for preparing and analyzing written or computer data, operation of machines, detecting color differences, and determining the accuracy and thoroughness of work. The worker is not subject to adverse environmental conditions.

APPLICATIONS: Kenosha City/County Joint Services will accept applications until 4 p.m., Thursday, July 2, 2009. In addition to a properly completed application form, applicants are required to submit a cover letter and current resume. Please include any supervisory or other relevant experiences. A written test and data entry test may be required. Interviews will be conducted. Interested persons may pick up and return applications in Room 100 or at the Public Information Counter in the Kenosha County Public Safety Building, 1000 55 Street, Kenosha, WI 53140. Applications may also be available on-line at www.kccjs.org. Applications are subjected to a screening process. Any application not completely and accurately filled out may be disqualified.

SALARY AND FRINGE BENEFITS: Effective January 1, 2009, the pay range for this position starts at \$51,459 to a maximum of \$60,320 after 48 months. Health and dental insurance premiums, group life insurance, and the employee's share of retirement contributions are paid for in full by Joint Services. Sick leave, vacations, and Social Security benefits are provided.

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**KENOSHA CITY/COUNTY JOINT SERVICES
1000 55 STREET
KENOSHA, WI 53140**

PUBLIC SAFETY 9-1-1 DISPATCHER

GENERAL STATEMENT OF DUTIES: The Public Safety 9-1-1 Dispatcher provides dispatch and communications operations for law enforcement and emergency service agencies in Kenosha County. The dispatcher is responsible for dispatching the proper agencies in response to requests for assistance by the public and aids in dispatching and coordinating the agencies in accomplishing their official duties. Employees in this position normally work specific shifts that cover a 24 hour period. Work is performed under the general direction of a communications manager and shift supervisors. **This position is subject to mandatory overtime hours.**

ESSENTIAL DUTIES AND RESPONSIBILITIES: (not limited to) Operates radios, telephones, computers, teletype and other electronic communications equipment; gathers emergency and non-emergency related information; determines actions, assists callers, and dispatches appropriate responses; maintains logs and records; and provides information to service units and agencies.

PHYSICAL REQUIREMENTS: This is sedentary work requiring the exertion of up to 50 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, bending, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, detecting color differences, and determining the accuracy and thoroughness of work. The worker is not subject to adverse environmental conditions.

OTHER REQUIRED DUTIES AND RESPONSIBILITIES: Monitors public safety alarms, weather and emergency situations; activates warning systems, pagers, sirens, and notifies persons or agencies of needs or problems; assists in training and performs any other duties required.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES: (not limited to) The ability to read, write, and speak English fluently; speak clearly; hear and understand radio, telephone, and verbal communications; vision capable of reading documents and operating the equipment in the work area; ability to sit for long periods of time and work in an enclosed area; ability to remain in control and work under stressful situations; ability to mentally retain information on a short and long term basis; ability to comprehend and follow oral and written instructions and to think and react quickly in all types of situations; ability to organize and execute assigned tasks; ability to compile, analyze, record and assemble data and information in a meaningful and effective manner and make good decisions and judgments; ability to perform several functions in rapid succession or at the same time; ability to tactfully and courteously communicate with callers in emergency situations and/or altered mental states; ability to learn and operate various types of equipment used in the assigned duties; ability to learn and apply the proper methods, techniques, procedures, rules, regulations, and policies governing call taking for multiple agencies; and the ability to data entry at 6200 keystrokes per hour with an accuracy rate of 95%.

All applicants are required to pass a series of qualifying tests including but not limited to a written examination, data entry test, oral interview, records and background investigation; psychological examination and physical examination inclusive of a drug screening. All qualifying applicants will receive consideration for employment without regard to age, race, creed, color, sex, national origin, handicap, or political affiliation. Residency within a defined perimeter must be established 90 days after successful completion of the probationary period. The residency policy and map may be viewed upon request.

TRAINING AND EXPERIENCE: Must have a high school diploma or G.E.D. and at least one year of responsible work experience. In lieu of one year of responsible work experience, any equivalent combination of training and experience which provides the required knowledge, skills, and abilities will be considered.

SALARY AND FRINGE BENEFITS: Effective January 1, 2009, the pay range for this position starts at \$17.27 per hour to a maximum of \$21.67 per hour after 54 months. Shift and other premiums are additional. Health and dental insurance, sick leave, vacations, Social Security benefits, flexible spending accounts, deferred compensation, and an Employee Assistance Program are provided. Basic group life insurance and the employee's share of retirement contributions are paid for in full by Joint Services.

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Year 2009 Benefits for 911 Communications Center Assistant Manager

SALARY RANGE	Employees normally start at first step and receive their first wage increase at six (6) months. After successful completion of a twelve (12) month probationary period, an additional increase is given. Increases after that are at one year intervals until a maximum of job classification is reached at 48 months.																
SCHEDULE	The schedule for this position is generally Monday through Friday. Employee also required to work other schedules and/or be on-call to accommodate operational needs.																
VACATION	<table><tr><td>Start through 6 years</td><td>12 working days</td></tr><tr><td>Seven through 14 years</td><td>17 working days</td></tr><tr><td>Fifteen through 20 years</td><td>22 working days</td></tr><tr><td>Twenty-one years</td><td>23 working days</td></tr><tr><td>Twenty-two years</td><td>24 working days</td></tr><tr><td>Twenty-three years</td><td>25 working days</td></tr><tr><td>Twenty-four years</td><td>26 working days</td></tr><tr><td>Twenty-five and more years</td><td>27 working days</td></tr></table>	Start through 6 years	12 working days	Seven through 14 years	17 working days	Fifteen through 20 years	22 working days	Twenty-one years	23 working days	Twenty-two years	24 working days	Twenty-three years	25 working days	Twenty-four years	26 working days	Twenty-five and more years	27 working days
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Twenty-three years	25 working days																
Twenty-four years	26 working days																
Twenty-five and more years	27 working days																
SICK LEAVE	Earned at a rate of 12 working days per year, with 120 days maximum, after which provision is made for sick leave bank. Three sick days per calendar year may be converted to personal leave and taken in hourly increments. Partial payment upon termination.																
HEALTH & DENTAL INSURANCE	Comprehensive hospital, surgical, and major medical insurance, along with dental insurance, is provided. Employee eligible the first of the month following 90 days of employment. Full premium paid by Joint Services for either a single or family plan. In addition, full premium cost paid by Joint Services for employees with 15 years of service retiring from their 60 th birthday until age 65 or until coverage under another insurance plan or Medicare.																
LIFE INSURANCE	Effective the first of the month after six months of employment in the amount of the employee's annual salary to next highest \$1,000. Full premium paid by Joint Services. Additional insurance can be purchased by the employee.																
PENSION	Under Social Security, 7.65% of the employee's wages up to the prescribed limit paid by Joint Services to match the employee's contribution. Wisconsin Retirement based on Joint Services' contribution of 5.0% of the employee's gross earnings matched by Joint Services. The employee's contribution may be withdrawn at termination before age 55.																
DEFERRED COMPENSATION	Employees may elect to defer part of their income into a retirement plan. This deferred income is exempt from State and Federal income taxes until it is withdrawn at retirement or upon termination of employment.																

KENOSHA CITY / COUNTY JOINT SERVICES EMPLOYMENT APPLICATION

1000 55 Street • Kenosha, WI 53140 • (262) 605-5050

POSITION _____

DATE _____

Official Use Only					
DATE	CODE	SCORE	DATE	CODE	SCORE
1. _____	_____	_____	5. _____	_____	_____
2. _____	_____	_____	6. _____	_____	_____
3. _____	_____	_____	7. _____	_____	_____
4. _____	_____	_____	8. _____	_____	_____

NOTICE: Application must be typewritten or clearly printed in black or blue ink. All questions must be answered, if applicable. If not, indicate N/A (Not applicable). Applications which are not complete and legible will not be considered. If space is not sufficient for complete answers, or you wish to furnish additional information, attach sheets of the same size as this application, and label answers to correspond with questions. Applicants must be 18 years or older.

FULL NAME _____
Last First M.I. DATE AVAILABLE TO START WORK _____

PRESENT STREET ADDRESS _____
City State Zip Code

PRESENT MAILING ADDRESS _____
City State Zip Code

TELEPHONE NUMBER Residence () _____

DO YOU HAVE PRIVACY MANAGER? _____ If so, please indicate how to

TELEPHONE NUMBER Business () _____

contact you at your residence _____

HAVE YOU APPLIED TO JOINT SERVICES PREVIOUSLY? _____ DATE: _____ POSITION: _____

HAVE YOU EVER BEEN **CONVICTED** OF ANY VIOLATIONS OF LAW, **INCLUDING TRAFFIC AND ORDINANCE VIOLATIONS**, EXCLUSIVE OF ANY JUVENILE RECORD? _____

IF SO, EXPLAIN AND GIVE DISPOSITION _____

PLEASE NOTE: NON-FELONY CONVICTION RECORDS DO NOT AUTOMATICALLY PRECLUDE YOUR EMPLOYMENT. FAILURE TO DISCLOSE ADULT CONVICTIONS MAY DISQUALIFY AN APPLICANT.

REFERENCES - GIVE THE NAMES OF TWO PEOPLE THAT WE MAY CONTACT, NOT RELATED TO YOU NOR FORMER EMPLOYERS:

NAME	ADDRESS	TELEPHONE		OCCUPATION	YEARS KNOWN
		DAY	EVE		
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

CO-WORKERS - GIVE THE NAMES OF TWO CO-WORKERS YOU WORKED WITH WITHIN THE PAST YEAR:

NAME	ADDRESS	TELEPHONE		OCCUPATION	YEARS KNOWN
		DAY	EVE		
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

LIST CHRONOLOGICALLY ALL OF YOUR PAST RESIDENCES (INCLUDE ADDRESSES WHILE ATTENDING SCHOOL IF AWAY FROM HOME AND ALL MILITARY ADDRESSES INCLUDING ANY OFF MILITARY BASE) FOR THE PAST TEN (10) YEARS:

DATES FROM	TO	STREET ADDRESS	CITY	STATE	ZIP CODE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

EDUCATION: YOUR HIGH SCHOOL GRADUATION OR G.E.D. WILL BE VERIFIED IF BACKGROUND INVESTIGATIONS ARE PERFORMED .

SCHOOL	NAME, ADDRESS, CITY, STATE, ZIP, AREA CODE AND PHONE NUMBER	DATES ATTENDED	DID YOU GRADUATE	COURSE/MAJOR
HIGH SCHOOL	_____	_____ TO _____	_____	N/A
G.E.D.	_____	_____ TO _____	_____	N/A
COLLEGE	_____	_____ TO _____	_____	_____
TECHNICAL	_____	_____ TO _____	_____	_____
OTHER	_____	_____ TO _____	_____	_____

Describe any education or training you have had which is not covered on the preceding page such as vocational school, correspondence courses, service schools, in-service training or volunteer work which you feel is relevant to the job or jobs for which you are applying. Also, include relevant licenses or certificates.

Have you belonged to a club, organization, society or professional group or have a hobby which has a direct bearing upon your certification for the job which you are seeking? If so, please list and explain.

WORK EXPERIENCE: Beginning with your most recent or present employer and working back, give a complete description of your work experience. List any paid or unpaid work experience that may qualify you for a position. Be certain to include military experience. Indicate any changes in job title under the same employer as a separate position. Attach additional pages if necessary. You may include a resume with your application; however, all information asked for below must be provided. **Do not use the statement "See Resume."** Failure to provide information requested may result in disqualification. Your past and present supervisors will be contacted if background investigations are performed.

MOST RECENT OR CURRENT EMPLOYER NAME	STREET ADDRESS CITY, STATE & ZIP
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Your Name While Employed Here:	Dates of Employment From ____ to ____ mo. yr. mo. yr.	Phone #:
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Kind of Business:	Ending Salary \$	Hours per week	Supervisor's Name & Title
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Job Title:	Reason for Leaving or Considering Leaving:
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Duties:

EMPLOYER NAME	STREET ADDRESS CITY, STATE & ZIP
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Your Name While Employed Here:	Dates of Employment From ____ to ____ mo. yr. mo. yr.	Phone #:
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Kind of Business:	Ending Salary \$	Hours per week	Supervisor's Name & Title
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Job Title:	Reason for Leaving or Considering Leaving:
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Duties:

EMPLOYER NAME		STREET ADDRESS	
		CITY, STATE & ZIP	
Your Name While Employed Here:	Dates of Employment From ___ ___ to ___ ___ mo. yr. mo. yr.		Phone #:
Kind of Business:	Ending Salary \$	Hours per week	Supervisor's Name & Title
Job Title:	Reason for Leaving or Considering Leaving:		
Duties:			

EMPLOYER NAME		STREET ADDRESS	
		CITY, STATE & ZIP	
Your Name While Employed Here:	Dates of Employment From ___ ___ to ___ ___ mo. yr. mo. yr.		Phone #:
Kind of Business:	Ending Salary \$	Hours per week	Supervisor's Name & Title
Job Title:	Reason for Leaving or Considering Leaving:		
Duties:			

EMPLOYER NAME		STREET ADDRESS	
		CITY, STATE & ZIP	
Your Name While Employed Here:	Dates of Employment From ___ ___ to ___ ___ mo. yr. mo. yr.		Phone #:
Kind of Business:	Ending Salary \$	Hours per week	Supervisor's Name & Title
Job Title:	Reason for Leaving or Considering Leaving:		
Duties:			

COMPLETE THE REVERSE SIDE

**KENOSHA CITY/COUNTY JOINT SERVICES
AUTHORIZATION FOR RELEASE OF INFORMATION**

I hereby empower any employee of the KENOSHA CITY/COUNTY JOINT SERVICES, or other authorized representative or agent to, within eighteen (18) months of its date, obtain information and records pertaining to me from any or all of the following sources:

1. Selective Service System
2. Any Banking Institution
3. Any Place of Business (for purposes of obtaining credit or employment data)
4. Credit Rating Bureaus or Institutions maintaining individual credit rating files
5. Any Previous Employers
6. Present Employer
7. Any School, College, University, or Other Educational Institution
8. Any Office, Clinic, Sanitarium, or Hospital where illnesses, injuries, and/or deterioration (physical and/or mental in nature) are diagnosed and treated.
9. Any References Listed
10. Any Co-Workers Listed

I hereby release any individual or institution, including its officers, employees, or related personnel, both individually and collectively from any and all liability for damages of whatever kind, which may at any time result to me, heirs, family, or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

I further authorize Kenosha City/County Joint Services or its agents to conduct a physical examination including drug screening, psychological evaluation, and any other examinations deemed appropriate for employment. Further, I agree that all information, records, and examination results obtained with this authorization become the sole property of Kenosha City/County Joint Services.

To Be Detached by Personnel Office

EXCEPTIONS to this BLANKET AUTHORIZATION:

1. _____
2. _____
3. _____

FULL NAME: _____ S.S.#: _____
(PRINT)

FULL NAME: _____ DATE: _____
(SIGNATURE)

KENOSHA CITY/COUNTY JOINT SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER. TO ASSIST US IN THE ACCOMPLISHMENT OF THIS GOAL, WE NEED THE FOLLOWING INFORMATION FROM YOU. THIS SHEET WILL BE REMOVED FROM THE REST OF THE APPLICATION TO INSURE THAT DETERMINATIONS FOR THE POSITION WILL BE BASED ON EMPLOYMENT QUALIFICATIONS ONLY.

Full Name _____ Date _____ Birth Date _____
Last First M.I.

Maiden Name _____

Any Other Names You Have Used _____

Social Security Number _____

RECRUITING INFORMATION: How did you hear about the job for which you are applying? Please check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Kenosha News | <input type="checkbox"/> Other Newspaper (please specify) _____ |
| <input type="checkbox"/> Racine Journal Times | <input type="checkbox"/> Professional Journal (please specify) _____ |
| <input type="checkbox"/> Wisconsin Law Enforcement Bulletin | <input type="checkbox"/> School/University (please specify) _____ |
| <input type="checkbox"/> Kenosha City/County Joint Services Employee | <input type="checkbox"/> Bulletin Board (please specify location) _____ |
| <input type="checkbox"/> Referred by Wisconsin Job Service | <input type="checkbox"/> Other Web Site (please specify) _____ |
| <input type="checkbox"/> Kenosha City/County Joint Services Web Site | <input type="checkbox"/> Job Fair (please specify) _____ |
| <input type="checkbox"/> Postcard on File with Kenosha City/County Joint Services | <input type="checkbox"/> Other (please specify) _____ |

PLEASE CHECK ONE: Male Female

RACIAL/ETHNIC CATEGORIES (Please Check One):

The categories below were developed by the federal government and are the only options currently available.

- White (not of Hispanic or Latino origin)** — A person having origins in Europe, North Africa, or the Middle East.
- Black or African American (Not of Hispanic or Latino origin)** — A person having origins in any of the black racial groups in Africa.
- Hispanic or Latino** — A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Asian (Not of Hispanic or Latino origin)** — A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, the Philippine Islands, Thailand and Vietnam.
- American Indian or Alaska Native** — A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community recognition.
- Native Hawaiian or Other Pacific Islander** — A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Two or More Races** — All persons who identify with more than one of the above races.

PLEASE CHECK ONE LOCATION AT WHICH YOU WOULD LIKE TO TAKE THE WRITTEN EXAMINATION FOR THIS POSITION. *PLEASE NOTE* — SOME TESTS MAY ONLY BE TAKEN AT KENOSHA LOCATION.

- | | | |
|----------------------|----------------------|---------------------------|
| AD Ashland _____ | LC La Crosse _____ | RL Rice Lake _____ |
| ED Eau Claire _____ | LN Lancaster _____ | SU Superior _____ |
| FD Fond du Lac _____ | MD Madison _____ | WS Wausau _____ |
| GB Green Bay _____ | MW Milwaukee _____ | WR Wisconsin Rapids _____ |
| KE Kenosha _____ | RH Rhinelander _____ | |

SKILLS INVENTORY: Indicate the number of years experience you have in any of the following areas or leave blank. Any further explanation should be included in the spaces below. Please number accordingly.

TASK/MACHINE	YEARS EXPERIENCE
1. Management/Supervisory	_____
2. Calculator	_____
3. Filing	_____
4. Data Entry _____ keystroke/min	_____
5. Transcription/ Speedwriting _____ wpm	_____
6. Word Processing/Keyboarding _____ wpm	_____
Software Pkgs _____	

7. Data Processing/Spreadsheet Applications	_____
Software Pkgs _____	

8. Computer Programming	_____
Languages _____	
9. Microfilming	_____
10. Copy Machine	_____
11. Fax Machine	_____
12. Customer Service	_____
13. Accounting/Bookkeeping/Payroll	_____
14. Cash Register	_____

Explain _____

TASK/MACHINE	YEARS EXPERIENCE
15. Reception	_____
16. Purchasing	_____
17. Cost Estimating	_____
18. Teletype Operator	_____
19. Second Language	_____
Describe _____	
20. Warehouse	_____
21. Auto Mechanic	_____
22. Auto Parts	_____
23. Welding/Brazing	_____
24. Small Engine Repair	_____
25. Basic Photography	_____
26. Fingerprint Comparison	_____
27. Fingerprint Classification	_____
28. Chemistry	_____
29. Radio	_____
30. Fire Service	_____
31. EMS	_____
32. Law Enforcement	_____
33. Dispatching	_____
34. Other (List Below)	_____

Explain _____

NOTICE: PLEASE REVIEW YOUR ENTIRE APPLICATION. IF ANY PORTION WHICH IS REQUIRED TO BE COMPLETED HAS BEEN LEFT BLANK, WE WILL BE UNABLE TO COMPLETE THE PROCESSING OF YOUR APPLICATION.

NOTICE: I CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND ARE MADE IN GOOD FAITH. I UNDERSTAND THAT EMPLOYMENT IS SUBJECT TO TAKING EMPLOYMENT TESTS, PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS, BACKGROUND INVESTIGATION, AND MEETING ACCEPTABLE QUALIFICATIONS WITH OR WITHOUT REASONABLE ACCOMMODATION AS MAY BE DETERMINED BY JOINT SERVICES, AND THAT ANY FALSE INFORMATION OR OMISSION OF MATERIAL FACT CONTAINED HEREIN MAY BE CAUSE FOR DISQUALIFICATION OR TERMINATION OF EMPLOYMENT. UPON A CONDITIONAL JOB OFFER, APPLICANTS WILL BE REQUIRED TO FURNISH PROOF OF IDENTITY AND ELIGIBILITY TO WORK IN THE UNITED STATES. THIS APPLICATION DOES NOT CREATE AN EMPLOYMENT CONTRACT.

SIGNATURE: _____ DATE: _____