

911 dispatchers must respond to emergency and non-emergency calls for assistance and information. They must provide dispatch and communication support services for police, fire, medical emergency, and related services in a 24 hour facility.

- Operate a multi-line telephone console system
- Monitor and operate a radio console and computer equipment
- Enters and modifies information into local, state and national computer databases
- Receive and respond to a variety of emergency and non-emergency services and complaints
- Ask vital questions and provide pre-arrival instructions for emergency calls
- Determine and assign the level of priority of the call and enter the data into a computer-aided dispatch system for radio dispatch purposes
- Ask questions to interpret, analyze and anticipate the caller's situation as to resolve problems, provide information, dispatch emergency services, or refer callers to other agencies
- Dispatch and coordinate the responses of public safety agencies

Candidates are required to have good communication and public relation skills, being able to deal with emergency situations and pass information to emergency responders in the field in a timely manner. Candidates will be required to pass and maintain multiple certifications. Preference will be given to those who have experience.

- U.S. Citizen, 18 years of age.
- Excellent moral character.
- Current valid operator's license.
- Pass in depth background check.
- Able to pass State mandated training requirements.
- Able to work rotating shifts including holidays and week-ends
- Must be willing to learn

Job Type: Full-time

Salary: \$25,000-\$28,000

Required education:

- High school or equivalent

Application can be found [here](#).