

Are you looking for a rewarding career?

We are accepting applications.

Full Time: TELECOMMUNICATION SPECIALIST / 911 DISPATCHER Applications are now being accepted for full time positions of Telecommunication Specialist / 911 Dispatcher for the Brown County Communication Center. The Communication Center provides County-wide emergency and non-emergency communications for Police, Fire, and EMS as well as other governmental agencies. The Communications Center is an Enhanced 911 Public Safety Answering Point (PSAP) and uses multiple state of the art computer systems to process calls for service to the general public as well as our public safety user community. Starting pay: \$12.46 per hour.

Minimum Qualifications Include: Must be at least 18 years of age; desired to have experience working in an Enhanced 911 Public Safety Answering Point (PSAP) Communications Center but not required; ability to type 40 wpm; valid driver's license; normal physical ability; legible hand writing; good oral and written communication skill; ability to follow oral and written instructions; prior knowledge of windows software applications; good hearing; clear speaking voice; must work flexible hours to include all shifts, nights, weekends, and holidays, and accept on-call duty status.

Applicant must also pass a pre-employment drug screen and background check.

Applicants may pick up an application and complete job description at the: **Brown County Communication Center 755 Mount Orab Pike Georgetown, Ohio 45121**

Resumes may accompany a completed job application.

Brown County is an Equal Opportunity Employer

Classification Title	Exhibit B	Classification Number
Dispatcher / Telecommunications Specialist		52441C

POSITION DESCRIPTION

**Board of Brown County Commissioners
Brown County, Ohio**

Agency / Department			Brown County Communication Center			
Workdays Sunday - Saturday	FLSA Status Non- Exempt	Bargaining Unit Yes	Classified Position Classified	Section or Shift May be required to work various shifts	Appointment Category Full- Time Permanent	Title of Immediate Supervisor Communication Center Supervisor

Minimum Qualifications 18 years of age; Experience working with the public; Ability to type 40 wpm; Valid Driver's License; Normal physical ability; legible hand writing; good oral and written communication skill; successful pre-employment background check and pre-employment drug screen; ability to follow oral and written instructions.	Minimum Age 18 years	Probationary Period 365 Days
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Knowledge of departmental policy and procedures; Knowledge of FCC rules as well as NCIC, LEADS and local computer operational methods (CAD); communicate effectively, ability to exercise sound judgment, analyze situations, collect data, establish facts and formulate viable conclusions; plan effectively and efficiently; respond to emergency and problem situations, make sound decisions based on rapidly changing situations and developments; operate computer terminal for extended amounts of time; Work is performed in a standard office setting with adequate lighting and controlled heating and ventilation; Knowledge of word processing, spreadsheet, and electronic mail systems preferred. Must have a high school education or equivalent; Must maintain a valid Driver's License; Over night travel for training may be required; Works at the direction of Communication Center supervision and administration.

Utilizes enhanced 911 system, Computer Aided Dispatch system (CAD), and Motorola radio consoles as well as other equipment to transmit / receive messages by radio, telephone, computer, paging and emergency alert systems to dispatch Police, Fire, and EMS to calls for service according to type of call and geographic location of the call; Ensures dispatching of the appropriate type and numbers of field personnel needed; Coordinates backup support with other jurisdictions; Handles all information, including LEADS information with the utmost confidentiality.

Receives emergency and non-emergency requests for assistance from the public and our Public Safety customers; obtains and verifies all pertinent information; maintains a record of the call via a call for service entered into the CAD system; be able to perform the duties of any dispatch position (call taker, police dispatcher or Fire/ EMS dispatcher); provides LEADS/NCIC information to those authorized Police agencies; Obtain and maintain LEADS certification; Obtain and maintain Medical Dispatch Priority certification upon successful completion of probationary period;

Works at the direction of Communication Center supervision and administration to coordinate resource management to ensure reliable procurement of supplies, equipment, personnel, and donations; provides response necessary resources in a coordinated, orderly, and timely manner as requested by our Public safety customer agencies, by using local and regional resources.

Works alone or with other persons in short or long term team projects to resolve problems or conflicts in any area of county operations or to complete assigned projects at the direction of any county supervisor or Department Head when assigned. Participates in cross training and maintains proficiency in the area of cross training as necessary. New and other related duties as assigned. Works to reduce or eliminate safety/risk concerns in current position or work location.

Works to ensure building security; ensures that all visitors to building are logged into visitors log

Department Head Signature Approving Position Description	Signature of Immediate Supervisor After Review With Employee
Date Signed by Department Head	Signature of Employee After Review With Supervisor