



Telecommunications Operator

Closing Date: Open until all vacancies are filled

Starting Salary: \$37,000.00

Description:

This non-sworn law enforcement position is responsible for operating within the Hendry County Sheriff's Office Emergency Communications Center. Hendry County Sheriff's Office Communications Division provides public safety 911 / dispatching services for the entire County. Federal Bureau of Investigations (FBI) and Criminal Justice Information Systems (CJIS) Security Policies prohibit access to anyone with an arrest history and his/her job duties allow unescorted physical or logistical access to Criminal Justice Information (CJI). A review must be completed before full access can be allowed. Multi-tasking and the ability to operate multiple computer terminals are also required. Applicant must be able to handle stress in a healthy manner. This position requires working non-traditional work hours, (non-traditional work hours defined for non-sworn personnel assigned to a 24 hour function). This includes nights, weekends, and holidays; personnel may be called in for emergencies or to accommodate staffing requirements. This is a highly responsible and specialized unit involving the reception, processing and dissemination of emergency and non-emergency information for law enforcement, fire and emergency medical services.

POSITION REQUIREMENTS:

- Must have a high school diploma
- Must be at least 19 years of age
- Must have good interpersonal and computer skills
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to multi-task effectively
- Ability to stay calm and maintain composure under high stress conditions
- Ability to maintain department security and confidentiality
- Must successfully complete and pass FCIC/NCIC certification exam within 6 months of hire or position change
- Must successfully complete Florida Department of Health - Public Safety Telecommunicator State Certification required training and pass state exam within 12 months of hire
- Must successfully complete APCO criteria based EMD training and pass exam within 18 months of hire.

SKILL REQUIREMENTS:

- Typing and data entry proficiency
- Participate in a positive work environment
- Must communicate well with the public
- Attention to detail is a must

Hendry County Sheriff's Office is an Equal Opportunity Employer.

All applicants are considered without regard to race, sex (including sexual orientation) color, national origin, age, physical disability, religion or any other legally protected category.

FULL JOB DESCRIPTION AVAILABLE UPON REQUEST