

DODGE COUNTY JOB POSTING: 911 Dispatcher

We consider all applicants regardless of race, color, religion, creed, gender, sexual orientation, national origin, age, disability, marital status, or any other legally protected status.



POSITION TITLE: 911 Dispatcher – Full-time

DATE OF CLOSING: Open Until Filled

ACCOUNTABLE TO: Sheriff and Dispatch Supervisor

HOURS: Varies - required to work rotating shifts, nights, weekends and holidays

JOB PURPOSE: 911 Dispatchers are responsible for the day-to-day operation of the public safety answering point.

WAGE RANGE: \$25.45 - \$33.25 per hour

JOB REQUIREMENTS: **Will be trained to:** Operate all equipment in the Communication Center. Respond to requests for assistance; make decisions regarding response, relay information, etc. Monitor and locate emergency service units, control access to data, maintain computer records, non-emergency phone calls, and other duties as necessary. Ability to hear & speak clearly to communicate with people under stress in emergency situations. Ability to remain calm and exercise unusually good judgment in evaluating situations and making decisions. Excellent multitasking ability required.

MINIMUM QUALIFICATIONS: High School Diploma or equivalent (G.E.D.) Ability to sufficiently perform the essential duties of the “911” emergency public safety answering point and obtain certifications. Criminal Background check will be required. Experience preferred.

ESSENTIAL FUNCTIONS: May require stooping, crouching, reaching and standing, with longer periods of sitting, writing, typing, talking, hearing, seeing, filing, manual dexterity and other repetitive motions. Ability to handle multiple calls and radio communications at the same time.

**FOR FURTHER INFORMATION CONCERNING THIS POSITION, PLEASE CONTACT:
DODGE COUNTY EMPLOYEE RELATIONS OFFICE (507) 635-6239 OR VISIT OUR WEBSITE AT:
www.co.dodge.mn.us**