**Job Description - Communications Dispatcher**

Chase County Sheriff’s Office is seeking a Communications Dispatcher:

This is a full-time non-exempt position with overtime paid. Starting pay will be $14/hour or as determined by the Sheriff with prior experience.

Applicant must fully complete a truthful application, complete a polygraph exam, and pass a background screening, and a drug/alcohol test.

This position is open until filled. Applications are available on the Chase County, Kansas website at [www.chasecountyks.com](http://www.chasecountyks.com) or can be picked up in person at the Chase County Clerk’s Office located at 300 Pearl St, Cottonwood Falls, KS 66845.

Chase County is an Equal Opportunity Employer and strongly encourages women, minorities, individuals with disabilities, and veterans to apply to all of our career openings.

This position performs a wide variety of responsibilities that include but are not limited to answering 911 calls/texts to the Sheriff’s Office, answering non-emergent phones, and evaluating and dispatching the proper resources needed by those calling. Dispatchers are expected to provide lifesaving interventions over the phone using the training and tools provided. Dispatchers are a critical link in the protection of life and property. Dispatchers have access to the National Crime and Information Center as well as other sensitive programs. Dispatchers add calls and other information to the Computer Aided Dispatch System.

The roles, responsibilities, job functions, knowledge, skills, and abilities set forth herein may be revised from time to time in order to comply with federal and state laws, departmental needs, and the changing requirements for this position.

PRIMARY DUTIES:

1. Receiving and responding to calls for service

2. Relaying vital information to responding units and/or summoning the proper authority 3. Maintenance of accurate radio and telephone logs

4. Accurately entering information into the computer

5. Accurately and promptly use medical and fire dispatch protocols to provide life safety instruction.

6. Retrieving and completing accurate data entry into the Computer-Aided Dispatch system.

7. Duty to maintain a positive work atmosphere by acting and communicating in a manner so that employee gets along with customers, citizens, coworkers, and management.

8. Must show up for work on a regular and predictable basis as scheduled

INTERMITTENT DUTIES:

1. May be required to attend training sessions or seminars.

2. Perform related work as required by the Sheriff.

3. Accurately completing warrant, PFA (protection from abuse) Orders, and NCIC entries and validations

4. Map reading and analysis

5. May be subject to being called in to assist or required to work long hours, weekends, holidays, and/or scheduled days off

6. Keep the communications area clean and orderly

7. Must be able to act without supervision.

QUALIFICATIONS:

1. Experience: Prior experience is not required. Public safety communications experience is desirable. The employee is expected to have acquired the necessary information and skills to perform the job within acceptable standards within a reasonable timeframe.

2. Education: High School Diploma or GED required. Requires receiving continuing education training annually to maintain proficiency. The ability to speak and read English fluently is required. The ability to speak and/or read any additional language(s) is helpful.

3. Citizenship: Employees must be a citizen of the United States or otherwise be legally entitled to work in the United States.

4. Accountability: The employee is accountable for the efficient and acceptable performance of his/her duties and responsibilities.

5. Personal Relations: Frequent contact with other departments and continual contact with the general public. Employees in this position must be able to maintain a calm, professional demeanor while effectively gathering information necessary to provide needed assistance to all citizens.

6. Working Conditions: Adverse working conditions exist for public safety communication personnel. This position is sedentary in nature with minimal tasks that require lifting, pushing, pulling, or carrying medium weight (25-30 pound) loads.

7. Skills: Operate a typewriter, computer, calculator, fax machine, copier, and shredder.

8. Decision Making: Moderate situations arise in this position. May occasionally involve complex decision-making.

9. Financial/Budgetary: May handle a small amount of cash.

This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FSLA).

Disclaimer: The above information on this announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employees assigned to this job.