

Telecommunicator

JOB SUMMARY: Answers multi-line telephone including 9-1-1 calls and administrative calls. Takes appropriate action consistent with established guidelines and procedures. Determine destination for calls, evaluating and entering information into the Computer Aided Dispatch system. Respond to emergency and non-emergency situations routing them to the appropriate source for resolution.

Job duties include but are not limited to:

- Listen and accurately obtain pertinent information from callers or personnel.
- Dispatch police, fire and EMS personnel via radio.
- Communicate clearly and concisely, both orally and in writing.
- Enter, read, and interpret computer system responses, maps, and color codes on various workstation monitors and computer systems.
- Enter data into the law enforcement computer systems, read and accurately interpret responses from these systems.
- Prioritize and perform multiple tasks simultaneously.
- Analyze available information and make decisions.
- Provide medical pre-arrival instructions to callers.

JOB TYPE: Full-time

STARTING SALARY: \$25.14/hour, includes full-time benefit package

FULL-TIME BENEFITS PACKAGE INCLUDES: Ohio Public Employees Retirement System; Medical/dental, vision insurance; Health Improvement Programs; Wellness Program with participation rewards; Deferred Compensation Retirement Plans; Supplemental Life, Disability and Critical Illness Insurance; 35k Lincoln Life insurance policy (free); Employee Assistance Program; Flexible Spending Accounts (including Dependent Care FSA); Paid vacation and sick leave; Annual step increases and additional incentive based wage increases available.

HOURS: 40-hrs week; 8-hours shifts (24/7 operations). Candidates must be willing and able to work assigned shifts including weekends and holidays.

High School Diploma or GED required.

Applicants are subject to an extensive background investigation.

TO APPLY FOR THIS POSITION PLEASE VISIT:

<http://www.butlersheriff.org/general-info/employment/> to submit a Pre-Employment Application online