



## **JOB POSTING**

### **Taney County Dispatcher**

This position will remain posted until 5:00 p.m. July 15, 2019. Must be able to work all shifts in a 24/7 environment, including holidays.

#### **JOB SUMMARY:**

Under the supervision of the Dispatch Supervisor, the Dispatcher shall answer administrative and 9-1-1 lines; dispatch calls for service to multiple agencies; enter multiple articles into state and federal computer systems; refer calls to other departments, as necessary.

#### **ESSENTIAL DUTIES:**

- Answer incoming 9-1-1 and administrative lines professionally and in a timely manner.
- Process, document and determine appropriate response for emergency and non-emergency calls.
- Multi-task in a high call volume, high-stress environment.
- Understand computer aided dispatch (CAD), state and federal (MULES and NCIC), various mapping, radio and phone systems.
- Deal with difficult and uncooperative callers.
- Dispatch calls for service to multiple law enforcement and fire service agencies.
- Entry and validation of warrants, stolen articles and ex partes.
- Answer, respond and document radio traffic accordingly.

#### **REQUIREMENTS:**

- High School Diploma or GED. Experience as a Dispatcher preferred.
- High level of organizational, oral and written communication skills
- Must be at least 21 years of age

**SALARY:** \$13.50/hour

**STATUS:** Full time, 40 hours per week

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Applications can be obtained at the Human Resources Department or online at [www.taneycounty.org](http://www.taneycounty.org). Contact Human Resources at (417) 546-7237 or [ruth.denham@co.taney.mo.us](mailto:ruth.denham@co.taney.mo.us) for additional information.

Initials: \_\_\_\_\_