



# JOB POSTING

*DISPATCHER*

*TANEY COUNTY SHERIFF'S DEPARTMENT*

**Applications accepted until the position filled.  
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

## **RESPONSIBILITIES AND 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

## **QUALIFICATIONS AND SKILLS**

- 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:** \$ 18.70 per hour

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

**Taney County is a substance free, Equal Employment Opportunity Employer (EEOE).**

**Applications can be obtained at [www.taneycounty.org](http://www.taneycounty.org).**

**For information, please call (417) 546-7285.**