



JOB POSTING

DISPATCHER

TANEY COUNTY SHERIFF'S DEPARTMENT

**Applications will be accepted until the position is 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: \$ 16.65 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.

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