



JOB POSTING

DISPATCHER

TANEY COUNTY SHERIFF'S OFFICE

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 preferred
- High level of organizational, oral and written communication skills
- Must be at least 21 years of age
- Strong data entry accuracy and attention to detail

CONDITIONS OF EMPLOYMENT

Successful candidate must pass a pre-employment criminal background check and drug screen.

SALARY: \$19.26 / hour + [Benefits](#)

STATUS: Full Time, 40 hours per week

Must be able to work all shifts in a 24/7 environment, including Holidays

Applications will be accepted until the position filled

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 for information. Applications can be obtained at the Human Resources Department or online at www.taneycounty.org.