

## E911 Dispatcher

Answers emergency telephone lines; receives calls for assistance; complaints inquiries from the public

Requests information to define nature of call and location of the problem

Relays messages for local government agencies, information from or to other police, sheriff, or fire authorities received by telephone, teletype, or by monitoring other radio stations

Operates computer terminals to assist in identifying addresses, cross streets jurisdiction, status of persons or vehicles for field personnel, and type of equipment to dispatch

Refers to a wide variety of specialized manuals and formats to access data and obtain desired information

Reads road and street atlas, wall maps, business, and residential directories and manuals to pinpoint emergency areas give precise directions to public safety personnel

Maintains detailed records of all messages received and transmitted

**Qualifications:** At least 18 years old with a High School Diploma or GED. Must have a current driver's license, pass a background check, and be of good character.

Job Type: Full-time

Salary: \$22,880.00 per year

Benefits:

- Health insurance
- Retirement plan

Schedule:

- 12 hour shift

Education:

- High school or equivalent (Preferred)

Experience:

- Typing: 1 year (Preferred)

License/Certification:

- Driver's License (Preferred)