

# Payette County Sheriff's Office

## JOB OPENING ANNOUNCEMENT

**The Payette County Sheriff's Office is now accepting applications for an opening in the Dispatch Division.**

### Job Description:

The 911 Dispatcher position is skilled emergency service work that involves receiving emergency 911 and non-emergency requests for police assistance, determining nature/urgency of calls, initiating police or other emergency personnel action and maintaining close contact with field units to monitor response and needed support requirements.

It requires a considerable degree of initiative and independent judgment within procedural boundaries in responding to emotional, disturbed and sometimes abusive people in a variety of situations. Work may be done separately or in conjunction with other dispatchers and dispatchers may assist in training, teaching and basic operational equipment management. The 911 Dispatcher position requires rotating shift assignments and overtime in accordance with maintaining a fully operational 24-hour facility.

### Requirements:

- 1. Application**
- 2. Personal Inquiry Waiver signed and notarized**
- 3. Extensive Background investigation including a polygraph examination**
- 4. Must obtain a passing score on the Dispatch Exam**
- 5. You may be required to submit and pass a drug screen**
- 6. Selected applicants will be subject to an oral board interview**

### Other requirements:

**Must possess a valid driver's license**

**Social Security Card**

**Birth Certificate**

**High School Diploma or GED**

**Military (DD-214)**

**Must be 19 years of age or older**

**Must be extremely proficient with computers (excellent typing skills) and multi-tasking.**

**Should have excellent communications and customer service skills.**

For a list of disqualifying conditions, please see application.

All applicants will be required to pick up the application from the Department of Labor in Payette.

**Starting wage: \$13.39 per hour**

**Closing Date: August 5th , 2013**