



HUMAN RESOURCES OFFICE

Canyon County, Idaho

Jeannine M. Eiband, SPHR
Director

Canyon County Vacancy Announcement Open Recruitment

Call-Taker

Sheriff's Office

SALARY: \$30,600 - \$33,514 DOE

CLASSIFIED: Canyon County Personnel Rule 5.3

FLSA STATUS: Covered

Applications: Individuals wishing to apply for this position must submit a completed application to the Human Resources Department prior to the application review date listed below. Applications are available at 1115 Albany Street, Caldwell or online at www.canyonco.org (go to job openings). There may be additional forms necessary to complete the application process. **Contact:** Human Resources, hrdept@canyonco.org or 208-454-6610.

Canyon County Personnel Rule 8.9(A): Employees wishing to apply for the position must do so by the application review date of the in-house recruitment which shall be a minimum of three (3) working days. First consideration in filling the vacancy may be given to qualified County employees. EOE

Job Summary: The principal function of an employee in this class is to answer emergency and non-emergency calls for police, fire, and other emergency services using a multi-line telephone, entering calls into the dispatch system and providing assistance and information to the public. A Call Taker is responsible for fast, efficient, and accurate receiving and processing of calls and messages. The work is performed under the supervision of a Lead Communications Officer. The principal duties of this class are performed in a general office environment, frequently under stressful conditions.

Minimum Education and/or Experience: High school diploma or GED equivalency; and some experience and/or training in emergency dispatch, communications, or related field is preferred; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications: Idaho drivers license; Bilingual (Spanish and English) preferred; Must successfully complete a background investigation, including a polygraph examination, through the National Crime Information Center (NCIC).

Application Review Date 06/24/2013 @ 3:30 pm



HUMAN RESOURCES OFFICE

Canyon County, Idaho

Jeannine M. Eiband, SPHR
Director

Canyon County Vacancy Announcement Open Recruitment

Dispatcher

Sheriff's Office

SALARY: \$33,659 - \$36,000 DOE

Personnel Rule 5.4: Classified

FLSA STATUS: Covered

Applications: Individuals wishing to apply for this position must submit a completed application to the Human Resources Department prior to the application review date listed below. Applications are available at 1115 Albany Street, Caldwell or online at www.canyonco.org (go to job openings). There may be additional forms necessary to complete the application process. **Contact:** Human Resources, hrdept@canyonco.org or 208-454-6610.

Canyon County Personnel Rule 8.9(A): Employees wishing to apply for the position must do so by the application review date of the in-house recruitment which shall be a minimum of three (3) working days. First consideration in filling the vacancy may be given to qualified County employees. EOE

Job Summary: The principal function of an employee in this class is to answer emergency and non-emergency calls for police, fire, and other emergency services using a multi-line telephone and 911 systems. Employees in this class have successfully completed all training and can function proficiently with the Law Enforcement or EMS radio system. A Dispatcher is responsible for fast, efficient, and accurate receiving, dispatching, and processing of calls and messages. The work is performed under the supervision of a Dispatch Shift Supervisor, with assistance readily available from a Lead Dispatcher if necessary. The principal duties of this class are performed in a general office environment, frequently under stressful conditions.

Minimum Education and/or Experience: High school diploma or GED equivalency; and some experience and/or training in emergency dispatch, communications, or related field is preferred; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications: Idaho driver's license; Idaho POST certification within one year of hire; Bilingual (Spanish and English) preferred; Must successfully complete a background investigation, including a polygraph examination, through the National Crime Information Center (NCIC).

Application Review Date 06/24/2013 @ 3:30 pm