



Tooele County Sheriff's Office
Job Title: Tooele County Dispatcher I
Starting Salary: \$17.13 per hour
Status: Full-Time with Benefits
Closing Date: January 22, 2018 at 5:00 p.m.

The Opportunity

Tooele County is currently accepting applications to establish a roster for a Dispatcher I with the Tooele County Sheriff's Department. This opportunity includes this great comprehensive benefit package:

- Uniform allowance
- 401 K match
- Participating Utah Retirement Services (URS) member
- Every other weekend off
- Extensive training opportunities
- Access to 24 hour a day new gym
- PTO leave as well as 11 paid holidays

POSITION DUTIES: Dispatchers are the primary answering point for all 911 and non-emergency phone calls from within Tooele County. The Communications Center is in operation 24 hours a day, seven days a week, with two separate shifts. Dispatchers must be able to work odd hours and be on-call on short notice.

MINIMUM QUALIFICATIONS

- Graduation from high school or GED certificate; and, must have two (2) years of work experience.

And

- Must demonstrate the ability to type 35 words per minute with a high degree of accuracy (test will be administered in the Human Resources Office)
- Must be 18 years of age or older.
- Must be able to pass all security/background checks.
- Must possess a valid Utah driver license.
- Will be required to pass a Dispatcher/Pre-Employment Test (test will be administered in the Human Resources Office)
- Must be Emergency Medical Dispatcher (EMD) certified within six (6) months.
- Must be Emergency Fire Dispatcher (EFD) certified within six (6) months.
- Must be Peace Officer Standards and Training (POST) dispatch certified within one (1) year.
- Must be certified on UCJIS certified within six (6) months.
- Must complete training as required during employment (40 hours/yearly).

For a complete job description or an on-line application please visit
<http://www.co.tooele.ut.us/hr.html>

Applications must be attached to a resume and submitted to
Tooele County Human Resource Office, Rm 308
47 South Main Street Tooele
or email application and resume to tadams@tooeleco.org
EEO Employer

TOOELE COUNTY

Job Description

TITLE: Dispatcher I
DIVISION: Communications
DEPARTMENT: Sheriff
EEO CLASS: Protective Service
WORKERS COMP: County

JOB CODE: 512
EFF. DATE: 1/97 (Rev. 05/14)
GRADE: 18
FLSA: Non-Exempt
RANDOM: Required

GENERAL PURPOSE

Perform duties in the 9-1-1 Dispatch Center of the Tooele County Sheriff's Office. This includes technical duties such as responding to calls requesting public safety assistance and dispatching appropriate aid.

SUPERVISION RECEIVED

Work under direct supervision from the Sheriff, Chief Deputy, Lieutenant, Dispatcher III (Sgt), or other administrative superior.

SUPERVISION EXERCISED

None

EXAMPLE OF DUTIES

Receive in-coming radio and telephone calls; evaluate each situation to determine proper authority to dispatch.

Monitor all radio channels to ensure adequate assistance is provided for law enforcement officers, fire fighters, and emergency medical services (EMS) personnel.

Operate Utah Criminal Justice Information System (UCJIS) computer terminal to obtain vehicle registration, driver license information, want checks, etc. Send teletypes to obtain needed information.

Operate Computer Aided Dispatch (CAD) system to dispatch law enforcement officers, fire fighters, and EMS personnel. Assign case numbers and maintain unit status.

Perform related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or GED certificate; and, must have two (2) years of work experience.

OR

- B. An equivalent combination of education and experience.

AND

- C. Must satisfactorily complete one year probation.

2. Knowledge, Skills, & Abilities

- A. This position requires light physical effort. It may include frequent lifting of up to 10 pounds and occasional lifting up to 25 pounds. Some bending, stooping, and/or lifting will be required. Considerable sitting is involved.

- B. Knowledge of radio communication techniques.
- C. Demonstrate knowledge of personal computers and software applications. Must demonstrate the ability to type 35 words per minute with a high degree of accuracy.
- D. Must have the ability to communicate effectively, verbally and in writing, especially in emergency situations. Ability to establish and maintain effective working relations with other employees, other agencies and the public. Ability to follow written and verbal instructions.
- E. Must be 18 years of age or older.
- F. Must be able to pass all security/background checks.
- G. Must possess a valid driver license.
- H. Required to pass a Dispatcher/Call taker pre-employment multi-tasking test.
- I. Must comply with Tooele County Personnel, Tooele County Sheriff's Office, and Communications Division policies and procedures.
- J. Must be Emergency Medical Dispatcher (EMD) certified within six (6) months.
- K. Must be Emergency Fire Dispatcher (EFD) certified within six (6) months.
- L. Must be Peace Officer Standards and Training (POST) dispatch certified within one (1) year.
- M. Must be certified on UCJIS within six (6) months.
- N. Must complete training as required during employment (40 hours/yearly).
- O. Must work odd hours, be on-call, and cover shifts with short notice.

OTHER QUALIFICATIONS

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- < thoroughness, planning and organization, neatness and accuracy;
- < learning and knowing all phases of the job; recognizing and solving routine problems;
- < knowing the office policies, systems and services;
- < compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work;
- < being able to perform new duties, adjust to new situations, and control of self under pressure;
- < being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility;
- < making decisions; studying and considering all facts; using common sense;
- < cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means;
- < being friendly, helpful and showing self-control;
- < being punctual in attendance; and
- < being professional in dress and manner; showing good housekeeping of the general work area.

Approved:

Dated this ____ day of _____, 2015.

Department Director

Human Resource Director

Commissioner

New Employee Certification of Receipt of Position Description	
I certify that I have read and have received a copy of this position description and understand this is a description of the expected duties and responsibilities of my job with Tooele County Sheriff Department.	
Employee's Signature	Date